College of The Albemarle

2001-2003 Catalog Addendum

Supplement for 2001-2003 catalog

2001-2003 Catalog Addendum

Pages cited in this publication refer to the
College of The Albemarle 2001-2003 Catalog, Volume 25

Pg. 1, Cover Page
New web address:
www.albemarle.edu

Pg. 3, Accreditation
Revised accreditation:
College of The Albemarle is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone 404-679-4501) to award associate degrees.

Pg. 3, Program and Catalog Changes
New paragraphs.

The contents of this catalog are for informational purposes only and are not to be considered as a contract between a student and COA.

COA reserves the right to change any provision listed in this catalog without furnishing actual notice to individual students. Information on any changes will be available in the Office of the President and the Vice President, Instruction. Every attempt will be made to advise students if any changes do occur. It is the student's responsibility to know and follow all requirements.

Pg. 7, Spring Semester 2003
New information:

First Day of Classes	**Wednesday, January 8**
Last Day to Register	**Friday, January 10**
End of Refund Period: First Eight-Week Session	**Monday, January 13**
End of Refund Period: 16-Week Session	**Friday, January 17**
Last Day to Withdraw Without Grade Penalty	**Wednesday, March 5**
Last Day of First Eight-Week Session	**Wednesday, March 5**
Monday Classes Make-up	**Wednesday, March 5**
Mid-Term Break (Make-Up days)	**Thursday-Friday, March 6-7**

Pg. 12, Purpose of College of The Albemarle
New purpose statement:
Purpose Statement
The purpose of College of The Albemarle is to provide accessible education, training, and retraining for better jobs and better lives in Northeastern North Carolina.

Pg. 12, Mission Statement
New mission statement:
Mission Statement
In keeping with the mission of the North Carolina Community College System, College of The Albemarle opens the door to high-quality, accessible educational opportunities that minimize barriers to post secondary education, maximize student success, and improve the lives and well being of individuals by providing:

- Education, training, and retraining for the adult work force in a global economy, including literacy education, occupational, and pre-baccalaureate programs;
- Support for economic development through services to business and industry;
- Services to communities and individuals which promote the quality of life; and
- An environment that promotes job satisfaction and career development for faculty and staff.

COLLEGE OF THE ALBEMARLE
2002 CRITICAL SUCCESS FACTORS - RESULTS ON PEFORMANCE MEASURES

PERFORMANCE MEASURE	RESULTS REPORTED IN THE 2002 CSF REPORT	MET - / NOT MET - x
Progress of Basic Skills Students Entered or predetermined goal; completing level and advancing to next level **STANDARD: 75 PERCENT**	COA reports a composite measure of **82%** as follows: 55% - Progressing at same level 19% - Completing level 8% - Moved to higer level	/
Passing Rates for Licensure & Certification Exams Passing Rate - First-Time Test-Takers **STANDARD: AGGREGATE INSTITUTIONAL ASSING RATE: 80 PERCENT; EXAM SPECIFIC PASSING RATE: 70 PERCENT**	COA's results as follows: Aggregate Institutional Passing Rate: **90%** # Exams With Pass Rate < 70 = **0**	/
Goal Completion of Program Completers Certificate, diploma, degree students reporting that their primary goal in attending has been met. **STANDARD: 95 PERCENT**	COA's results as follows: **195** Responses **98%** indicated Goal Completion	/
Employment Status of Graduates Community college completers who are employed within one year of last attendance. {Employment rate adjusted for local unemployment conditions} **STANDARD: 90 PERCENT**	COA's results as follows: COA's Performance Standard Adjusted for Local Unemployment = **89%** Number of Graduates Reported: **246** Percent of 1999-00 Graduates Employed Within One Year of Graduating: **98.37%**	/

PERFORMANCE MEASURE	RESULTS REPORTED IN THE 2002 CSF REPORT	MET - / NOT MET - x
Performance of College Transfer Students Percent with an overall GPA of 2.0 or higher after two semesters at a UNC institution. Two cohorts are included: (1) Compares college transfer degree recipients at the end of two semesters at the public university to the performance of native juniors. (2) Compares performance of college transfer students completing at least 24 hours or more of college transfer courses at a community college, but not completing the degree, to the performance of native sophomores. **STANDARD: 84 PERCENT**	COA's results as follows: (1) 37 students – 97.3% with GPA's > than or = to 2.0 (2) 51 students – 94.1% with GPA's > than or = to 2.0 **Total: 88 Students – 95.4% with GPA's > than or = 2.0**	/
Employer Satisfaction With Graduates Employers will report being satisfied with education/training of community college students. ***{COA's Sixth Chosen Measure}*** **STANDARD: 85 PERCENT**	COA's results as follows: Number of Employers Surveyed: 78 Response Rate: 42% Percent Satisfied: 98%	/
Passing Rates of Students in Developmental Courses Students who complete a developmental course will have a grade of "C" or better for that course. **STANDARD: 70 PERCENT**	COA's results as follows: Students Earned a "C" or Better in all Developmental Courses Taken: 93%	/
Success Rate of Developmental Students in Subsequent College-Level Courses **STANDARD: THERE WILL BE NO STATISTICALLY SIGNIFICANT DIFFERENCE IN THE PERFORMANCE OFDEVELOPMENTAL STUDENTS AS COMPARED TO NON-DEVELOPMENTAL STUDENTS.**	COA's results as follows: Developmental Students % Passed: 95% Non-Developmental Students % Passed: 96%	/

PERFORMANCE MEASURE	RESULTS REPORTED IN THE 2002 CSF REPORT	MET - / NOT MET - x
Satisfaction of Program Completers and Non-Completers Satisfaction with quality of college programs and services **STANDARD: 85 PERCENT (of combined respondents)**	COA's results as follows: Completer Satisfaction: 94% Non-Completer Satisfaction: 89% **Total Satisfaction: 92%**	/
Curriculum Student Retention and Graduation Defined cohort will either be retained from fall to fall or graduate. Composite indicator will consist of two measures: 1. # of individuals completing a curriculum program with a certificate, diploma, or degree, and 2. # of individuals who have not completed a program but who are continuing enrollment in either curriculum or occupational extension programs. **STANDARD: 60 PERCENT**	COA's results as follows: % Graduating – 14% % Returning – 48% **Total Percentage Graduating or Returning = 62%**	/
Client Satisfaction with Customized Training Business/industry surveyed will report being satisfied with the services provided by the community college. **STANDARD: 85 PERCENT**	COA's results as follows: 1214 Survey Respondents 99% Reported Satisfaction	/
Program Unduplicated Headcount Enrollment **STANDARD: 3-YEAR AVERAGE ANNUAL HEADCOUNT MINIMUM OF 10 STUDENTS**	COA's results as follows: **Measure Not Met:** 2 Programs (Real Estate & Manicuring Technology) With 3-Yr. Average Annual Headcount < 10.	x

Pg. 14, Admission to the College
Revised wording to paragraphs 5 and 6.

Applicants who are not admitted to a specific limited enrollment program may appeal, in writing, to the Department Chair of the specific program of study, listing their reasons for the appeal. **Applicants may appeal the Department Chair's decision to the appropriate Admissions Appeals Committee, whose decision is final.**

Applicants who complete an application for admission and are not admitted to the college may appeal the decision by writing a letter to the Vice President, Student Development. **Applicants may appeal the Vice President, Student Development's decision to the appropriate Committee, whose decision is final.**

Pg. 16, Dual Enrollment for High School Students
Additional paragraph 4 added.

A student under the age of 16 may enroll in a community college if the President of the college or the President's designee finds that the student is intellectually gifted and has the maturity to justify admission to the college. Criteria adopted by the State Board of Community Colleges will be utilized to admit students under the age of 16.

Pg. 18, Tuition, Fees and Expenses
New Tuition rates established.

Tuition for In-state Residents	$34.25 per credit hour
Tuition for Out-of-state Residents	$190.75 per credit hour

Pg. 18, Retest Fees

Effective July 1, 2002, College of The Albemarle will charge a $5.00 fee per session for any student requesting to **retest** in any and all areas of the placement test. These students should pay before 4:00 p.m. The cashiers at all three campuses will collect the fees and students will be given a receipt to submit to the testing staff.

Students should contact the Admissions Office at the respective campus for additional information.

Pg. 21 - 23, Academic Requirements for Satisfactory Progress to Maintain Financial Assistance
Revised information.

Satisfactory Academic Progress Requirements to Maintain Financial Assistance

To receive Title IV financial aid funds, students must meet the Office of Education's statutory requirements of satisfactory progress. The policy includes a qualitative measure of the student's progress, such as a grade point average. The policy must also include a quantitative measure to evaluate the student's progress in a program. To quantify academic progress, the policy must set a maximum time-frame in which a student is expected to complete a program. **IMPORTANT:** All periods of enrollment must be included when determining satisfactory academic progress requirements. Even periods in which the student did not receive financial aid funds must be counted. Transfer credit hours must be counted as well.

Students' academic transcripts will be reviewed for satisfactory progress at a minimum of once per year to determine if they are maintaining requirements set forth in this policy. Grades A, B, C, D, F will be counted in the Financial Aid GPA calculation; withdrawals from classes carry no point value but are computed as part of the Financial Aid GPA (hours attempted). Courses which are assigned an incomplete grade are included in the cumulative credits attempted. These cannot be used as credits earned in the progress standard until a grade is assigned. During any semester in which a student receives Title IV funds and then decides to audit or receives credit by examination, that student may be liable to repay those funds.

In order to receive Title IV funds, students must be in an eligible program and enrolled in courses that are required for their program. **IMPORTANT:** To avoid penalties, students are advised to seek guidance from the Office of Scholarships and Student Aid prior to withdrawing from any class(es). Withdrawing from a class may affect Federal Student Aid eligibility for future terms of enrollment.

Grade Point Average Requirements

To be eligible or to continue to receive student financial aid, students must have a cumulative GPA according to the total number of hours for which they have attempted as indicated below:

(cont.) Grade Point Average Requirements

Semester Hours Attempted	Minimum GPA
0-12	1.25
13-24	1.50
25-39	1.75
40 & above	2.00

The student is required to maintain a financial aid semester GPA of 2.0 by midpoint of the program.

Example 1: At the end of the fall term, Sally's cumulative grade point average is a 1.5 after attempting 17 credit hours. For the spring term, she can still receive financial aid; however, she will be on financial aid probation because her GPA is below a 2.0.

Minimum Credit Hour Completion Requirements to Maintain Eligibility

Students receiving federal financial aid must pass and complete 67 percent of all courses attempted, excluding developmental studies, to maintain eligibility.

Example 1: Sally, a first time student in a technical program, wants to know how dropping two classes (6 credits) will affect her financial aid. She initially enrolled for 12 credit hours, excluding developmental, for the fall term. Dropping 6 credit hours will mean that her completion rate will be no better than 50 percent. Since she must maintain an overall completion rate of 67 percent, she will be on probation the spring term. If her completion rate does not equal or exceed 67 percent prior to returning the following fall term, her financial aid will be terminated.

Length of Eligibility

Federal regulations require completion of a program of study within 150 percent of the published length of an academic program. College of The Albemarle measures this time frame by credit hours. To find the maximum time frame for any given program of study, the required number of credit hours necessary to successfully complete the program is multiplied by 150 percent. All courses attempted, completed (all grades, including F, W, and I) and transferred count toward the maximum time frame limit. Additionally, courses taken in a different program of study and courses for which no financial aid was received will count toward this time frame.

Example 1: Sally wants to calculate the maximum time frame for the Associate in Arts Degree program. The total semester hours required for this degree is 65. Multiply 65 by 150 percent equals 97.50 (Rounded to 98). Sally can receive financial aid until she has attempted 98 credit hours as long as she maintains all other requirements of satisfactory academic progress.

Example 2: Sally wants to calculate how close she is to the maximum time frame. Her program of study as Associate in Arts limits her to 98 hours. Sally is a second-year student having already attempted 36 credit hours; however, she changed her program of study from Business Administration where she attempted 28 hours. Combining both her current program's hours with her prior program arrives at the total which is used to determine her remaining hours (98 - 36 - 28 = 34). Sally can receive financial aid for 34 more credit hours.

Students who complete the graduation requirements for a degree, diploma, or certificate program and re-enroll to pursue a second degree may request from the Director of Scholarships and Student Aid an extension of the time limitation covering only that period of time actually necessary to complete the second degree.

Students who successfully complete the semester hour, course, and GPA requirements for graduation with a degree, diploma, or certificate and who re-enroll for courses that are not required by a second degree shall be terminated from financial aid eligibility even though they may not have formally applied for graduation.

Developmental Studies

Students accepted into and enrolled in eligible programs of study may receive financial aid while taking required developmental classes. Such students are considered to be making satisfactory academic progress while taking up to 30 semester hours, or one year of developmental classes.

Financial Aid Probation/Suspension

1. Students who fall below 2.0 and/or do not complete the required number of credit hours during any semester will be placed on financial aid probation.

2. Students who are on financial aid probation and who fail to meet the minimum requirements for that semester or year are placed on financial aid suspension. Financial aid suspension terminates students from continuing eligibility unless or until their appeal, if any, is upheld or until they meet the requirements for reinstatement.

3. Students will be provided written notification of probation status or suspension of eligibility; however, it is the student's responsibility to track his/her progress.

Appeal Process

1. Students may appeal their suspension/termination of eligibility for financial aid only for "extraordinary circumstances" to the Academic Appeals Committee.

2. Appeals must be in writing and accompanied by appropriate documentation. Reasons such as death in the immediate family, injury, or health related problems of the student will be considered. Note that lack of academic progress itself and/or lack of financial aid are not mitigating circumstances.

3. Written appeals will be presented to the Director of Scholarships and Student Aid for action by the Academic Appeals Committee. Notice of continued termination or reinstatement will be given to the student in writing.

4. In the event that an appeal is approved, students will be placed on financial aid probation for the following term of enrollment. No more than two probationary semesters will be approved.

Procedures for Reinstatement

1. Students who have their financial aid eligibility suspended/terminated may be reinstated in one of the two following ways:

    a. By the appeals process. (Specific deadlines for each term may be obtained from the Scholarships and Student Aid Office); or
    b. By enrolling at the college without the benefit of financial aid and meeting minimum GPA requirements by maintaining a 2.5 GPA with a minimum of six credit hours for each semester thereafter and completing the required number of credit hours. The student must notify the Office of Scholarships and Student Aid to request review and reinstatement.

2. Retroactive payments of financial aid for semesters when students were on suspension are prohibited.

Withdrawals: Return of Federal Financial Aid Funds Policy

The Office of Scholarships and Student Aid is required by the U.S. Department of Education to calculate the Return of Title IV Funds for students who withdraw, drop out, or who are dismissed prior to completing a term of enrollment in which the student received federal financial aid. If a recipient of federal financial aid withdraws from the college after beginning attendance, the amount of federal financial aid assistance earned by the student must be determined. The last date of attendance is used to determine the percentage of Title IV aid earned. If the amount disbursed to the student is greater than the amount the student earned, unearned funds must be returned. When a return of Title IV funds is due, the school and the student both have a responsibility for returning funds. The student receives a letter from the Office of Scholarships and Student Aid concerning their obligation to return funds to the college and to the Title IV fund from which the disbursement was made. Students who owe overpayments to a federal fund as a result of withdrawing will be reported to the U.S. Department of Education after a 45-day repayment period and referred to the Department of Education's Student Credit Management Collections (ED Collections). Students who owe a repayment to the college will be reported to the North Carolina Department of Revenue for tax offset after a 90-day repayment period. Collections costs may be added.

Tax Reform Act

The Tax Reform Act of 1986 has defined certain portions of financial aid as taxable income to the recipient. The amounts that are protected from taxation are only the amounts expended for tuition, fees, books, and supplies and equipment required by the college. Any portion of financial assistance which is used for room, board, and other personal expenses is now included in income subject to federal income tax. This paragraph serves to alert students to the provisions of the tax law noted above. Students must save receipts to support claims of untaxable financial aid funds received and should review their situation carefully when preparing their personal federal tax return. College of The Albemarle does not offer tax advice.

Financial Aid Standards

1. No aid will be awarded for repeating a course for which credit already has been awarded, unless curriculum standards require that the course be repeated or by the advice of the student's advisor and with the approval of the Vice President for Student Development and Dean of Students.

2. If at any time a student becomes ineligible for a scholarship, the funds will be awarded to the next eligible student.

3. In the event that a class is canceled, students may owe a refund to the appropriate federal program.

4. College of The Albemarle's Fresh Start Policy will not apply to students receiving financial assistance per regulations provided by the U.S. Department of Education.

5. Students who are awarded funds may register during approved times and charge tuition, fees, books, and supplies up to a specified amount.

6. Students who charge books and/or supplies and do not attend classes **must repay** the charges.

7. Payments will be based on the number of credit hours for which the student is enrolled and that can be verified by the Attendance Verification Form at the time payment is made.

8. Before checks are disbursed, students must verify their enrollment status by submitting an Attendance Verification Form signed by instructors to the Scholarships and Student Aid Office.

9. Students enrolled in a one-year program of study will have their satisfactory academic progress monitored in its entirety at the end of the spring term. Summer eligibility will be determined based upon progress completed at the end of the spring semester.

10. Students must inform the Office of Scholarships and Student Aid of any additional resources, including all outside awards that become available to them from any source, during the period that they are receiving aid from the College and report any change in the family's circumstances which could affect the resources available to a student. Should a student's eligibility change during the period covered by the aid, the financial aid will be adjusted accordingly or the student may need to repay all or a portion of the funds received.

11. Generally, financial assistance is awarded for an academic year (a nine-month period). Students should plan their finances accordingly and may need to secure funding for the summer semester.

12. Final approval of eligibility will be determined upon receipt of the Summer Session academic transcripts in the Office of Scholarships and Student Aid. Students will only be notified in the event that they are not considered to be eligible based upon the evaluation of Summer Session transcripts. Transcripts will be evaluated for grade point average, hours attempted, hours completed, time limitation, and eligible program of study.

13. All funds listed on the Award Letter are contingent upon receipt of funding from the U.S. Department of Education or other sources and may be adjusted or denied at any time.

14. Generally, students do <u>not</u> have to be registered for full-time status to be eligible to receive funds. Students should contact the Scholarships and Student Aid Office for specific eligibility requirements. Requirements vary for each source of funding. Twelve semester hours is considered full-time status for enrollment purposes.

15. Generally, students receiving scholarships must maintain full-time enrollment. There are a few exceptions to this requirement. Students must contact the Scholarships and Student Aid Office for individual scholarship requirements.

The Office of Scholarships and Student Aid reserves the right to amend this policy at any time as necessary.

Pg. 28, Grade Change

New grade change policy:

If a student requests a grade change, the faculty member who assigned the grade may make the necessary grade change during the semester subsequent to the recording of the grade. If, after speaking with the faculty member, the student wishes to further pursue the request for a grade change, he/she may submit the request in writing to the chair of the respective department, or to the chair's designee. If either the student or the faculty member wishes to appeal the chair's or the designee's decision, the appeal must be submitted in writing to the Academic Appeals Committee, which will recommend a resolution to the Vice President for Instruction. If the faculty member is no longer employed by thecollege, the student may submit a request for a grade change to the chair of the respective department, or the chair's designee. If the student wishes to appeal the chair's or the designee's decision, the appeal must be submitted to the Academic Appeals Committee, which will recommend a resolution to the Vice President for Instruction. Under unusual circumstances, requests for a grade change may be considered beyond the time limit established above.

Pg. 29, Credit by Examination

A new policy and procedure for administering credit by exam begins Fall 2002. Students will be required to register for the respective course and complete the process the first three days of the semester.

Challenging Courses – Credit By Examination

A student seeking to exempt a course by examination can do so by following the procedures below.

1. A student seeking approval for credit by examination must register for the class, pay all respective tuition and fees, and submit a completed Credit By Examination Request form to his/her instructor by the last day to add a course in the semester for which the exemption is being sought. When the request has been approved or denied, the instructor will inform the student. Upon approval, the student will arrange a time with the instructor to take the exam. The instructor will administer the exam and submit the results on the Credit By Examination form to the Registrar and the FTE Coordinator on or before the roster collection date (10 percent). The respective department chair must review the exam results and approve or deny the instructor's findings. In the case of differing recommendations, the Vice President for Instruction will review the materials and make a final decision. When the course instructor is a department chair, another instructor in the department will review the request and the findings.

2. Approval to exempt a course by examination is considered if the student can show one of the following:

   Experience - a student who thinks he or she possesses verifiable competencies for a specific course may request an assessment. This may include previous or related course work or work experience. Documentation of work experience may be required.

   Licensure and Certification – a student who holds current licensure or certification in an occupational field may request exemption from courses in which these competencies are specified. Licensure or certification does not automatically equate to course exemption.

3. A request for credit by examination will be given only for courses on the schedule that particular semester unless the course is the only one needed to complete the student's program of study.

4. Exemptions may be granted for no more than 50 percent of the required courses in a curriculum.

5. Only one attempt at credit by examination is allowed for each course. To successfully challenge a course, the student must pass a comprehensive exam, based on standards set by the department, with a grade no lower than a "C." The grade received will be recorded on the student's permanent record as "CE." Note: Credit earned by examination may not transfer to another post-secondary institution. Students who do not successfully pass the exam will have to continue in the course in order to receive credit. If the student does not wish to continue in the course, he/she should officially withdraw from the course. Anyone who withdraws and requests a refund will be subject to the Tuition Refund policy.

6. Hours earned by credit by examination or audit will not be counted toward enrollment status for Title IV Financial Aid or VA benefits.

7. A student who fails a course is not eligible to earn credit by examination.

8. Students should contact the Registrar for additional information.

Pg. 33, Distance Education

Distance Education

College of The Albemarle's Distance Learning Program offers students three options to take classes at a distance: Online/Internet courses, College by Video Cassette (CbVC) courses, and Information Highway courses. Distance learning is a convenient way for learners to be able to continue their education. Successful distance education learners generally are ones who are independent workers and are goal oriented.

Online/Internet Courses

Internet courses use a common server called **BlackBoard** that enables all courses to be uniform in organization and delivery. First-time Internet students should complete the online orientation located on the distance education pages of the COA web site at www.albemarle.edu, or attend a live BlackBoard orientation offered at various times before the beginning of each semester.

Students who are not knowledgeable about computers, Internet procedures, word processing, or email procedures should consult with an advisor before signing up for these courses.

College by Video Cassette (CbVC) Courses

Students are issued a complete set of video tapes after they attend a mandatory on-campus orientation. Course work is based on the textbook, video lessons, and other types of assignments. Communication with the instructor during the course can consist of regular mail, email, and in some cases the Internet using BlackBoard.

As with the Internet courses, the most successful students are the ones who are independent workers and are goal oriented.

Information Highway

Information Highway classes are traditional classes that are broadcast to other locations. While one site has the instructor physically in the classroom, the remaining sites see, hear, and interact with the instructor and fellow classmates. COA has information highway rooms at the Elizabeth City Campus, Dare County Campus, and John A. Holmes High School, as well as connections to most other local high schools.

For more information about distance learning, students should contact the Distance Education Coordinator at 335-0821, ext. 2313.

Attendance Policy for Internet and Videocassette Classes

As students in distance education courses do not physically attend classes, it is important that faculty have a plan to document attendance. It is thus expected that faculty teaching Internet and videocassette classes will adhere to the following guidelines to document attendance.

The census date in a distance education course is calculated from the first day the class is scheduled to begin. If a distance education class is scheduled to run for sixteen weeks, the census date will be eleven days from the first day the class begins, including weekends and holidays.

The instructor will list all dates through the census date on the blue and white roster, including weekends and holidays.

The instructor must establish a procedure, either face-to-face or virtual, in which each student may enter the course. The instructor may require an orientation. Students may be asked to e-mail or call the instructor. Entry into the course should be the date on which the correspondence occurred. Instructors may provide options for entry into a course, but these options must be noted in the course syllabus, preferably on the Announcements page for Internet courses. Each instructor must maintain a copy of the correspondence or log of correspondence for audit purposes. In summary, the instructor must communicate with each student, document said communication, and enter each student on the blue and white roster according to the date on which the communication occurred.

Following the census date, one date for each remaining week of the course is to be listed on the blue and white roster, possibly each Friday. For classes of shorter duration than sixteen weeks, the faculty member should list more than one date each week.

For classes lasting sixteen weeks, faculty must require at least one correspondence from each student on a weekly basis to document continued attendance in the course. When a student fails to communicate for one week, the instructor should send a warning e-mail, or attempt to contact the student through another means, that failure to participate for a second week in a row will result in withdrawal from the course. If a student fails to participate for two weeks in a row, without prior approval of the faculty member, the instructor should submit a drop form to the Registrar. Courses lasting for fewer than sixteen weeks should adjust the attendance requirements to match the increased expectations. (For example, an eight-week class should require two communications each week, send a warning after the first one-half week of no correspondence, and drop after one week of no correspondence.)

All attendance requirements must be stated in the course syllabus.

Pg. 36, Academic Dishonesty
Revised wording:

Academic **Integrity**

Pg. 37, Respect for Normal Operation
Add:

i. Instructors are not expected to tolerate the continued presence of any student whose behavior adversely affects the progress of a class. Responsibility for classroom control and discipline rests with the instructor.

Pg. 37, Substance Abuse Policy
Revised wording to paragraph 1.

College of The Albemarle provides a safe and healthy environment for students and employees to pursue academic excellence, technical and vocational training, career opportunities, and personal growth and development. Protecting this environment includes keeping it drug-free. College of The Albemarle may permit or request law enforcement personnel to conduct drug searches on College of The Albemarle property. Such searches may be performed on a random or periodic basis and may also be performed when administration or law enforcement officers have a reasonable suspicion that illegal drugs may be present on campus. All searches will be executed in compliance with and to the fullest extent allowed by state and federal laws. Some programs, such as nursing, have a more detailed substance abuse policy. If there is any suspicion of substance abuse, the student is required to have and pay for a drug screen.

Pg. 45, Transcripts
New transcript fees.

Effective July 1, 2002, College of The Albemarle will require a $5.00 fee for each official or official issued-to-student COA transcript. Students and former students may come in person to the Student Development Office at the Elizabeth City Campus, Dare County Campus, or Chowan County Center, or **mail** a request for a transcript, including check or money order made out to COA, to:

College of The Albemarle
Elizabeth City Campus
P.O. Box 2327
Elizabeth City, NC 27906-2327
Attn: Transcripts

Pg. 47, Basic Skills Education
Changes to wording in General Educational Development (GED) paragraph.

Adults who achieve a minimum qualifying standard score of **410** on each test and a total minimum score of **2250** are awarded a High School Diploma Equivalency by the State Board of Community Colleges.

Changes to last sentence of that paragraph:
The GED scores obtained prior to January 1, 2002, are no longer valid.

Pg. 50, New List for Programs of Study

Associate In Arts
_____ Associate In Arts (A10100)*
_____ Pre-Major in Art Education (A1010A)*
_____ Pre-Major in Criminal Justice (A1010D)
_____ Pre-Major in English (A1010E)
_____ Pre-Major in Social Work (A1010Q)*
_____ Pre-Major in Speech/Communications (A1010O)*

Associate In Fine Arts
_____ Art (A1020A)*
_____ Drama / Theatre Education (A1020C)
_____ Drama/Musical Theatre (A1020CM)
_____ Drama/Theatre Technology (A1020CT)
_____ Music and Music Education (A1020D)

_____ **Associate In General Education* (A10300)**

_____ **Associate In Science (A10400)***

Associate In Applied Science Degrees
_____ Architectural Technology (A40100)
_____ Associate Degree Nursing (A45120)
_____ Building Construction Technology (A35140)
_____ Business Administration (A25120)*
_____ Business Administration/Electronic Commerce (A25121)*
_____ Computer Engineering Technology (A40160)
_____ Computer Programming (A25130)
_____ Criminal Justice Technology (A55180)
_____ Criminal Justice Technology/Corrections Option (A55180C)
_____ Culinary Technology (A55200)
_____ Early Childhood Associate (A55220)*

_____ Early Childhood Associate/Special Education (A5522A)-**pending**
_____ Early Childhood Associate/Teacher Associate (A5522B)
_____ Emergency Medical Science (A45340)*
_____ Fire Service Technology (A55240) – Cooperative Agreement with Wilson Tech. CC
_____ General Occupational Technology (A55280)*
___ Information Systems (A25260)*
_____ Information Systems/Network Administration and Support (A2526D)
_____ Internet Technologies (A25290)*
_____ LPN/ADN Option (A45120)
_____ Office Systems Technology (A25360)*
_____ Marine Technology (A15320) – Dare County Campus only
_____ Medical Assisting (A4540)
_____ Medical Office Administration (A25310)
_____ Professional Crafts: Clay (A30300)

Diploma Programs

_____ Air Conditioning, Heating & Refrigeration Technology (D35100)
_____ Architectural Technology (D40100)
_____ Boat Building (D35120)
_____ Building Construction Technology (D35140)
_____ Carpentry (D35180) Pasquotank Correctional Institution only
_____ Community Spanish Interpreter (D55370)
_____ Cosmetology (D55140)
_____ Early Childhood Associate (D55220)#*
_____ Electrical/Electronics Technology (D35220)
_____ Food Service Technology (D55250) Pasquotank Correctional Institution only
_____ Machining Technology (D50300)
_____ Mechanical Drafting Technology (D50340)
_____ Practical Nursing (D45660)
_____ Surgical Technology (D45740)
_____ Welding Technology (D50420)

Certificate Programs

_____ Air Conditioning, Heating & Refrigeration Technology (C35100)
_____ HVAC, Entry Level I (C35100I)
_____ HVAC, Entry Level II (C35100II)
_____ Architectural Technology (C40100)
_____ Basic Law Enforcement Training (C55120)*
_____ Building Construction Technology/Construction (C35140C)#
_____ Building Construction Technology/General Construction (C35140G)#
_____ Building Construction Technology/Masonry (C35140M)#
_____ Building Construction Technology/Plumbing (C35140P)#
_____ CAD Operator (C50340C)
_____ Carpentry (C35180) Pasquotank Correctional Institution only
_____ Carpentry, Entry Level I (C35180I)
_____ Carpentry, Entry Level II (C35180II)
_____ Community Spanish Interpreter (C55370)
_____ Computer Engineering Technology (C40160)
_____ Cosmetology (C55140)
_____ Cosmetology – Chemical Assistant (C55140CA)
_____ Cosmetology – Shampoo Assistant (C55140SA)
_____ Cosmetology Instructor (C55160)
_____ Early Childhood Associate (C55220)#*
_____ Early Childhood Associate/Special Education (C5522A) - pending
_____ Early Childhood Associate/Teacher Associate (C5522B)
_____ Electrical/Electronics Technology (C35220)
_____ Electrical, Entry Level I (C35220I)
_____ Electrical, Entry Level II (C35220II)

_____ Food Service Technology (C55250) Pasquotank Correctional Institute only
_____ Food Service, Entry Level I (C55250I)
_____ Food Service, Entry Level II (C55250II)
_____ Information Systems (C25260)*
_____ Machining Technology (C50300)
_____ Machining, Entry Level I (C50300I)
_____ Machining, Entry Level II (C50300II)
_____ Manicuring Instructor (C55380)
_____ Manicuring/Nail Technology (C55400)
_____ Medical Office Admin./Transcription (C25310M)#*
_____ Nursing Assistant (C45480)#*
_____ Office Systems Technology/Receptionist (C25360R)#
_____ Office Systems Technology/Word Processing (C25360W)#
_____ Real Estate (C25400)
_____ Real Estate Appraisal (C25420)
_____ Welding Technology (C50420)

Other Enrollments

_____ Special Credit, Non-Degree (T90990)
_____ High School Dual Enrollment (T90980)
_____ High School Huskins Bill (T90970)

#* indicates that the program is offered in its entirety at the Dare County Campus and the Chowan Center
# indicates that the program is offered in its entirety at the Chowan Center
* indicates that the program is offered in its entirety at the Dare County Campus

Agricultural and Natural Resources Technologies

A 15 32 0	Marine Technology *(Dare County Campus only) (pending state board approval and funding)

Arts and Sciences

A 10 10 0	Associate in Arts
A 10 10 A	Pre-Major in Art Education
A 10 10 O	Pre-Major in Speech/Communications
A 10 10 D	Pre-Major in Criminal Justice
A 10 10 E	Pre-Major in English
A 10 10 Q	Pre-Major in Social Work
A 10 20 A	AFA in Art
A 10 20 C	AFA in Drama/Theatre Education
A 10 20 CM	AFA in Drama/Musical Theatre
A 10 20 CT	AFA in Drama/Theatre Technology
A 10 20 D	AFA in Music and Music Education
A 10 30 0	Associate in General Education
A 10 40 0	Associate in Science

Business Technologies

A 25 12 0	Business Administration
A 25 12 I	Business Administration/Electronic Commerce
A 25 13 0	Computer Programming
A 25 26 0	Information Systems
C 25 26 0	Information Systems
A 25 26 D	Information Systems/Network Administration and Support
A 25 29 0	Internet Technologies
A 25 36 0	Office Systems Technology
C 25 36 0W	Office Systems Technology/Word Processing
C 25 36 0R	Office Systems Technology/Receptionist
A 25 31 0	Medical Office Administration
C 25 31 0M	Medical Office Administration/Transcription

Commercial and Artistic Production Technologies

A 30 30 0	Professional Crafts: Clay* (pending state board approval)

Construction Technologies

D 35 10 0	Air Conditioning, Heating and Refrigeration Technology
C 35 10 0	Air Conditioning, Heating, and Refrigeration Technology
C 35 10 0I	HVAC, Entry Level I
C 35 10 0II	HVAC, Entry Level II
D 35 12 0	Boat Building
A 35 14 0	Building Construction Technology
D 35 14 0	Building Construction Technology
C 35 14 0C	Building Construction Technology/Construction
C 35 14 0G	Building Construction Technology/General Construction
C 35 14 0M	Building Construction Technology/Masonry
C 35 14 0P	Building Construction Technology/Plumbing
D 35 18 0	Carpentry (Pasquotank Correctional Institution only)
C 35 18 0	Carpentry (Pasquotank Correctional Institution only)
C 35 18 0I	Carpentry, Entry Level I
C 35 18 0II	Carpentry, Entry Level II
D 35 22 0	Electrical/Electronics Technology
C 35 22 0	Electrical/Electronics Technology
C 35 22 0I	Electrical, Entry Level I
C 35 22 0II	Electrical, Entry Level II

Engineering Technologies

A 40 10 0	Architectural Technology
D 40 10 0	Architectural Technology
C 40 10 0	Architectural Technology
A 40 16 0	Computer Engineering Technology
C 40 16 0	Computer Engineering Technology

Health Sciences

A 45 12 0	Associate Degree Nursing
A 45 12 0	LPN/ADN Option
D 45 24 0	Dental Assisting (pending agreement with Martin)
A 45 34 0	Emergency Medical Science
A 45 40 0	Medical Assisting
C 45 48 0	Nursing Assistant
A 45 62 0	Physical Therapist Assistant (pending cooperative agreement with Martin)
D 45 66 0	Practical Nursing
D 45 74 0	Surgical Technology

Industrial Technologies

D 50 30 0	Machining Technology
C 50 30 0	Machining Technology
C 50 30 0I	Machining, Entry Level I
C 50 30 0II	Machining, Entry Level II
D 50 34 0	Mechanical Drafting Technology
C 50 34 0C	Mechanical Drafting Technology/CAD Operator
D 50 42 0	Welding Technology
C 50 42 0	Welding Technology

Public Service Technologies

C 55 12 0	Basic Law Enforcement Training
D 55 14 0	Cosmetology
C 55 14 0	Cosmetology
C 55 14 0CA	Chemical Assistant

C 55 14 0SA	Shampoo Assistant
C 55 16 0	Cosmetology Instructor
A 55 18 0	Criminal Justice Technology
A 55 18 0C	Criminal Justice Technology/Corrections Option
A 55 20 0	Culinary Technology
A 55 22 0	Early Childhood Associate
D 55 22 0	Early Childhood Associate
C 55 22 0	Early Childhood Associate
A 55 22 B	Early Childhood Associate/Teacher Associate-**pending**
C 55 22 B	Early Childhood Associate/Teacher Associate-**pending**
D 55 25 0	Food Service Technology (Pasquotank Correctional Institution only)
C 55 25 0	Food Service Technology (Pasquotank Correctional Institution only)
C 55 25 0I	Food Service, Entry Level I (PCI only)
C 55 25 0II	Food Service, Entry Level II (PCI only)
C 55 27 0	Esthetics Instructor
A 55 28 0	General Occupational Technology
D 55 37 0	Community Spanish Interpreter-**pending**
C 55 37 0	Community Spanish Interpreter-**pending**
C 55 38 0	Manicuring Instructor
C 55 40 0	Manicuring/Nail Technology

Transport Systems Technologies

A 60 16 0 Automotive Systems Technology (pending cooperative agreement with Martin Community College).

Pg. 51,
Add * to

COM 231 Public Speaking (substitute)*

Pg. 52, Social/Behavioral Science
Change title of **ECO 251** to Principles of Microeconomics
Change title of **ECO 252** to Principles of Macroeconomics

Pg. 52, CAA Course List, Pre-Major/Electives
Delete the following classes:

DAN 121	**Tap Dance I**
DAN 122	**Tap Dance 11**
DAN 124	**Jazz Dance II**
DAN 127	**Dance for Musical Theatre**
DAN 140	**Modern Dance I**
DAN 141	**Modern Dance II**
DAN 142	**Int. Modern Dance I**
DAN 143	**Int. Modern Dance II**
DAN 225	**Choreography I**
DAN 226	**Choreography II**

Pg. 52, CAA Course List, Pre-Major/Electives
Add **DRA 143 Costume Design.**

Pg. 53, CAA Course List, Pre-Major/Electives
Add **DRA 231 Acting IV** and **DRA 241 Lighting Design.**

Pg. 53, CAA Course List, Pre-Major/Electives
Add **ENG 125 Creative Writing** under Pre-Major/Electives

Pg. 53, Arts and Sciences, Associate in Arts
Delete, **ENG 114 Professional Research & Reporting**

Pg. 54, Associate In Arts
Additional information for science requirements.

D. Natural Sciences
Some receiving institutions require two sequential science courses with labs. Others require two science courses with labs, each from a different discipline. It is the student's responsibility to contact the institution to which he/she plans to transfer to determine the science requirement prior to enrolling in a science course at COA.

Pg. 54, Associate in Arts, Pre-major in Art Education
Delete, **ENG 114 Professional Research and Reporting**

Pg. 55, Associate in Arts, Pre-major in Speech Communications
Delete, **ENG 114 Professional Research and Reporting**

Pg. 55, Associate in Arts, Pre-major in Criminal Justice
A. Composition
Delete, **ENG 114 Professional Research & Reporting**

Pg. 57, Associate in Fine Arts, Art
Delete, **ENG 114 Professional Research and Reporting**

Pg. 58, Drama/Musical Theatre
Add First Semester.

First Semester (Fall)		*Class*	*Lab*	*Credit*
ACA 111	College Student Success	1	0	1
DAN 000	Dance Elective	0	2	1
DRA 130	Acting I	0	6	3
MUS 151V	Class Music I (Voice)	0	2	1
DAN 127	Dance for Musical Theatre	0	4	2
ENG 111	Expository Writing	3	0	3
DRA Elective	(Humanities or Fine Arts)	3	0	3
Elective	(Social or Behavioral Science)	3	0	3
		Credit Hours		17

Pg. 58, Drama/Musical Theatre
Delete, **ENG 114 Professional Research and Reporting**

Pg. 58, Drama Theatre Education
Delete, **ENG 114 Professional Research and Reporting**

Pg. 59, Drama/Theatre Technology
Delete, **ENG 114 Professional Research and Reporting**

Pg. 60, Associate in General Education
Revised wording.

The Associate in General Education Degree is designed to serve individuals who would like to expand their knowledge, enrich their personal lives, and improve their understanding of the world today. The two-year program is for students who are interested in a basic exposure to the liberal arts and who would like to tailor their program to personal interests rather than to specific professional requirements designed for transfer. All courses must be numbered **100 or above.**

Pg. 60, Associate In Science
Delete, **ENG 114 Professional Research & Reporting**

Pg. 61, Business Administration
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

Students are required to take ACC 120 Principles of Accounting I during the first year but will have a choice between ACC 121 Principles of Accounting II or BUS 280 REAL the final semester. **STUDENTS PLANNING ON TRANSFERRING TO A FOUR-YEAR INSTITUTION MUST TAKE ACC 121.**

Delete co-op substitution for BUS 121 Business Math and add a co-op substitution to BUS 137 Principles of Management.

Pg. 61, Business Administration/E-commerce, (A2512I) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

First Year

First Semester (Fall)		*Class*	*Lab*	*Clin.*	*Credit*
BUS 110	Intro to Business	3	0	0	3
ECM 168	Electronic Business	2	2	0	3
CIS 110	Introduction to Computers	2	2	0	3
ECO 251	Principles of Microeconomics	3	0	0	3
ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
ACA 111	College Student Success	1	0	0	1
					19
Second Semester (Spring)					
BUS 137	Principles of Management	3	0	0	3
CIS 120	Spreadsheets I	2	2	0	3
ENG 114	Professional Research & Rep.	3	0	0	3
	Humanities Elective	3	0	0	3
CIS 172	Introduction to the Internet	2	3	0	3
ECM 210	Introduction to E-Commerce	2	2	0	3
COE	Cooperative Education	0	0	10	1
					19

Second Year

First Semester (Fall)					
ACC 120	Principles of Accounting I	3	2	0	4
CIS 152	Database Concepts	2	2	0	3
MKT 120	Principles of Marketing	3	0	0	3
CIS 169	Business Presentations	1	2	0	2
ECM 220	E-Commerce Planning & Imp.	2	2	0	3
ITN 110	Intro to Web Graphics	2	2	0	3
					18

Second Semester (Spring)		*Class*	*Lab*	*Clin.*	*Credit*
ACC 121	Principles of Accounting II	3	2	0	4
ACC 150	Computerized General Ledger	1	2	0	2
COE	Cooperative Education	0	0	20	2
BUS 115	Business Law I	3	0	0	3
ECM 230	Capstone Project	1	6	0	3
COM 231	Public Speaking	3	0	20	3
					17
Total Semester Hours Required for Degree					**74**

Pg. 62, Computer Programing, (A25130) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

First Year

First Semester (Fall)		*Class*	*Lab*	*Credit*
CIS 110	Intro to Computers	2	2	3
CIS 115	Intro to Program and Logic	2	2	3
ENG 111	Expository Writing	3	0	3
MAT 115	Math Models	2	2	3
ACA 111	College Student Success	1	0	1
CSC 139	Visual Basic	2	3	3
				16
Second Semester (Spring)				
COM 110	Intro to Communications	3	0	3
	Humanities/Fine Art Elective	3	0	3
CIS 130	Survey of Operating Systems	2	3	3
ENG 114	Prof. Research & Reporting	3	0	3
CSC 239	Advanced Visual Basic	2	3	3
	Programming Elective	2	2-3	3
				18

Second Year

First Semester (Fall)				
CIS 152	Database I	2	2	3
	Social Science Elective	3	0	3
CIS 286	Systems Analysis	3	0	3
NET 110	Networking	2	2	3
CSC 134	C++ Programming	2	3	3
CSC 148	JAVA	2	3	3
				18
Second Semester (Spring)				
COE	Internship*	0	20	2
CIS 288	Systems Project - CSC	1	4	3
CSC 234	Advanced C++ Programming	2	2-3	3
	Programming Elective	2	2-3	3
	Programming Elective	2	2-3	3
	Programming Elective	2	2-3	3
				17
Total Semester Hours Required for Degree				**69**

Programming Electives: a total of 15 hours must be taken from the two sections below
Choose at least 3 hours from the following:

		Class	*Lab*	*Credit*
CSC 147	Operating Systems - Windows	2	3	3
CIS 246	Operating Systems - Unix	2	3	3

(cont.) Computer Programing, (A25130) (Associate in Applied Science)

Choose at least 9 hours from the following:		*Class*	*Lab*	*Credit*
CIS 215	Hardware Installation	2	3	3
CIS 153	Database Applications	2	2	3
ITN 160	Principles of web Design	2	2	3
CSC 131	Assembly Programming	2	3	3
CSC 248	Advanced Internet Programming	2	3	3
COE	Cooperative Education	0	20	2

Pg. 63, Information Systems, (A25260) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

ACC 115 College Accounting will be allowed as a substitute for ACC 120 Principles of Accounting I. Students who contemplate transferring to a four-year institution should enroll in ACC 120.

Effective Fall Semester 2002, students are required to complete two cooperative education credits which can be taken fall or spring semesters following the completion of 12 semester hours with a minimum 2.0 GPA.

First Year

First Semester (Fall)		*Class*	*Lab*	*Credit*
CIS 110	Intro to Computer	2	2	3
	Humanity/Fine Arts Elective	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Math Models	2	2	3
ACA 111	College Student Success	1	0	1
BUS 110	Intro. to Business **OR**	0	0	3
BUS 137	Principles of Management			
				16
Second Semester (Spring)				
CIS 115	Intro to Program and Logic	2	2	3
CIS 120	Spreadsheets I	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
ENG 114	Prof. Research & Reporting	3	0	3
OST 136	Word Processing	1	2	2
*Group A		0	0	3
				17

Second Year

First Semester (Fall)				
CIS 152	Database Concepts and Applications	2	2	3
CIS 165	Desktop Publishing	2	2	3
CIS 286	Systems Analysis	3	0	3
ACC 115	College Accounting	3	2	4
NET 110	Networking	2	2	3
*Group A		0	0	3
**COE 111				**20**

Second Semester (Spring)		*Class*	*Lab*	*Credit*
CIS 153	Database Applications	2	2	3
CIS 215	Hardware Install. & Maintenance	2	3	3
CIS 288	Systems Project - IS	1	4	3
COM 231	Public Speaking	3	0	3
	Social Science Elective	3	3	3
BUS 285	Business Management Issues	2	2	3
*Group A		0	0	2-3
**COE 121				
**COE 112 may be substituted for COE 111 & 121				**21-22**
Total Semester Hours Required for Degree				**74-75**

A minimum of 8 credit hours must be taken from this group

Group A Technology		*Class*	*Lab*	*Credit*
Spring CIS 172	Intro to the Internet	2	3	3
Fall CIS 147	Operating Systems Windows	2	2	3
Fall CSC 139	Visual Basic	2	3	3
Spring CSC 148	Java	2	3	3
Fall CIS 220	Spreadsheets II or 2 hrs. Coop	1	2	2
Fall CIS 169	Business Presentations	1	2	2

Certificate 1			
CIS 110 Intro to Computers	2	2	3
CIS 130 Survey of Operating Systems	2	3	3
CIS 152 Database Concepts & Applications	2	2	3
CIS 153 Database Applications	2	2	2
CSC 139 Visual Basic	2	3	3
			14

Certificate 2			
CIS 110 Intro to Computers	2	2	3
CIS 130 Survey of Operating Systems	2	3	3
CIS 120 Spreadsheets I	2	2	3
CIS 220 Spreadsheets II	1	2	2
CSC 139 Visual Basic	2	3	3
			15

Certificate 3			
CIS Intro to Computers	2	2	3
CIS 130 Survey of Operating Systems	2	3	3
CIS 169 Business Presentations	1	2	2
CIS 165 Desktop Publishing I	2	2	3
OST 136 Word Processing	1	2	2
			13

Pg. 63, Information Systems/Network Administration and Support, (A2526D) (Associate in Applied Science)

Only CISCO certification is currently available.

Pg. 64, Internet Technologies, (A25290) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

First Year				
First Semester (Fall)		*Class*	*Lab*	*Credit*
CIS 110	Intro to Computer	2	2	3
COM 110	Intro to Communications	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 115	Math Models	2	2	3
ACA 111	College Student Success	1	0	1
CIS 172	Intro to the Internet	2	3	3
				16
Second Semester (Spring)				
ITN 150	Internet Protocols	2	2	3
ITN 160	Principles of Web Design	2	2	3
CIS 130	Survey of Operating Systems	2	3	3
ENG 114	Prof. Research & Reporting	3	0	3
CSC 160	Intro to Internet Programming	2	2	3
	Humanities/Fine Arts Elective	3	0	3
				18
Second Year				
First Semester (Fall)				
CIS 152	Database I	2	2	3
ITN 140	Web Development Tools	2	2	3
NET 110	Data Communications & Networking	2	2	3
ITN 290	Energing Technologies	2	2	3
CIS 147	Operating Systems -Windows	2	2	3
CSC 148	JAVA	2	2-3	3
				18
Second Semester (Spring)				
CIS 215	Installation and Maintenance	2	3	3
ITN 250	Implement Internet Servers	2	3	3
CSC 248	Advanced Internet Programming	2	3	3
COE	Internship	0	20	2
	Social Science Elective	3	0	3
	ITN Electives	2	2-3	3
				17
Total Semester Hours Required for Degree				**69**
ITN Electives				
CIS 246	Operating Systems Unix	2	3	3
CIS 174	Network Systems Management I	2	2	3
CIS 274	Network Systems Management II	2	2	3
CIS 153	Database Applications	2	2	3

Pg. 65, Office Systems Technology, (A25360) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

Students have a choice between ACC 115 College Accounting or ACC 120 Principles of Accounting I.

Pg. 65, Medical Office Administration, (A25310) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

Students have a choice between ACC 115 College Accounting or ACC 120 Principles of Accounting I.

Pg. 66, Real Estate/Real Estate Appraisal
Real Estate and Real Estate Appraisal are now offered under the Continuing Education Division.

Pg. 66, Commercial and Artistic Production Technologies
(Pending availability of funding and State Board of Community Colleges approval)

Professional Crafts: Clay, (A30300) (Associate in Applied Science)
The Professional Crafts: Clay curriculum is designed to prepare individuals for employment as professional potters or in pottery related fields. Using traditional and contemporary concepts, instruction includes technical knowledge, design skills, and marketing and business essentials. Course work includes development of basic and advanced throwing skills with emphasis on form and design. Study will include a pottery studio and marketing procedures. Graduates will be able to open and operate their own pottery business, work for existing pottery businesses, or transfer to a four-year degree program.

First Year

First Semester (Fall)	*Class*	*Lab*	*Clin.*	*Credit*
*ACA 111 College Student Success	1	0	0	1
* CIS 110 Introduction to Computers	2	2	0	3
+ *PCC 110 Introduction to Pottery	3	15	0	8
*ART 121 Design I	0	6	0	3
*MAT 115 Math Models	2	2	0	3
				18
Second Semester (Spring)				
*BUS 280 REAL Small Business	4	0	0	4
*COE 111 Co-Op Experience I	0	0	10	1
+ *PCC 111 Functional Pottery I	3	15	0	8
* PCC 132 Glaze Formulation	1	3	0	2
				15
Third Semester (Summer)				
*PCC 118 Clay: Special Study	0	4	0	2
*PCC 130 Pottery Production	2	9	0	5
				7

Second Year

First Semester (Fall)				
*ENG 111 Expository Writing	3	0	0	3
ART 111 Art Appreciation (Humanities)	3	0	10	3
++PCC 210 Functional Pottery II	3	15	0	8
COE 121 Co-Op Experience II	0	0	0	1
* PCC 119 Clay Design: Special Study	0	4	0	2
				17

(cont.) Professional Crafts: Clay, (A30300) (Associate in Applied Science)

Second Semester (Spring)	*Class*	*Lab*	*Clin.*	*Credit*
Social Science Elective,	3	0	0	3
ENG 112 or Argument Based Research or	3	0	0	3
ENG 113 Literature based Research				
COM 110 or Introduction to Communication or	3	0	0	3
COM 231 Public Speaking				
ART 214 Portfolio and Resume	0	2	0	1
++PCC 211 Decorative Pottery	3	15	0	8
				18
Total Semester Hours Required for Degree				**75**

Total Semester Hours Required for Professional Crafts: Clay Degree (75 credit hours)
*** Total Semester Hours Required for Professional Crafts: Clay Diploma (45 credit hours)**
+ Total Semester Hours Required for Basic Clay Certificate (16 credit hours: PCC 110 and 111)
++ Total Semester Hours Required for Advanced Clay Certificate (16 credit hours: PCC 210 and 211)

Pg. 67, Air Conditioning, Heating, and Refrigeration Technology (D35 10 0)
New semester requirements:

First Semester (Fall)	*Class*	*Lab*	*Credit*
ACA 111 College Student Success	1	0	1
MAT 101 Applied Math I	2	2	3
AHR 110 Intro to Refrigeration	2	6	5
AHR 111 HVACR Electricity	2	2	3
AHR 112 Heating Technology	2	4	4
Choose 1 of the following:			
AHR 115 Refrigeration Systems	1	3	2
WLD 112 Basic Welding Processes	1	3	2
			18
Second Semester (Spring)			
CIS 111 Basic PC Literacy	1	2	2
ENG 102 Applied Com. II	3	0	3
AHR 113 Comfort Cooling	2	4	4
AHR 114 Heat Pump Technology	2	4	4
AHR 133 HVAC Servicing	2	6	4
Choose 1 of the following:			
AHR 130 HVAC Controls	2	2	3
AHR 210 Residential Bldg. Codes	1	2	2
			19-20
Total Semester Hours Required for Diploma			**37-38**

Pg. 67, Air Conditioning, Heating, and Refrigeration Certificate
New requirements for certificates.

HVAC, Entry Level I Certificate (C 35 10 0 I)

	Class	*Lab*	*Credit*
AHR 110 Intro to Refrigeration	2	6	5
AHR 111 HVACR Electricity	2	2	3
AHR 112 Heating Technology	2	4	4

Choose 2 courses from the following:			
AHR 115 Refrigeration Systems	1	3	2
AHR 210 Residential Bldg. Codes	1	2	2
MAT 101 Applied Math I	2	2	3
WLD 112 Basic Welding Processes	1	3	2
Total Semester Hours Required for Certificate			**16-17**

HVAC, Entry Level II Certificate (C 35 10 0 II)

Choose 4 courses from the following:			
AHR 113 Comfort Cooling	2	4	4
AHR 114 Heat Pump Technology	2	4	4
AHR 130 HVAC Controls	2	2	3
AHR 133 HVAC Servicing	2	6	4
AHR 210 Residential Bldg. Codes	1	2	2
Total Semester Hours Required for Certificate			**13-15**

Pg. 67, Boat Building, (D35120) (Diploma)

The Boat Building program prepares individuals for employment in the boat manufacturing and repair industry. Today's boat builders are skilled craftspeople who can create complex shapes out of a wide variety of materials.

Course work includes reading marine blueprints, lofting, general construction, building forms, and the safe and proper use of of hand and power tools. Wood and composite boat building, production moldmaking, and interior cabinetry and joinery are also covered.

Graduates may find employment with yacht manufacturers or with other companies needing wood furniture or moldings fabricated and installed. Other employment opportunities can be found in the fiberglass industry and in boat maintenance and repair yards.

First Semester	*Class*	*Lab*	*Credit*
BTB 101 Boat Building I	5	15	10
(DFT 100 must be taken as corequisite)			
DFT 100 Marine Drafting	1	2	2
(BTB 101 must be taken as corequisite)			
MAT 101 Applied Mathematics I	2	2	3
			15
Second Semester			
BTB 102 Boat Building II	4	15	9
BTB 103 Yacht Joiner Practices I	2	4	4
ENG 102 Applied Communications II	3	0	3
			16
Third Semester			
BTB 104 Yacht Joiner Practices II	1	4	3
BTB 105 Yacht Repair/Renovation	3	4	5
FBG 100 Fiberglass Mold Making	3	4	5
CIS 111 Basic PC Literacy	1	2	2
			15
Total Semester Hours Required for Diploma			**46**

Pg. 67, Building Construction Technology

Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

Pg. 68, Carpentry (Offered at Pasquatank Correctional Institution only.)
New requirements for certificates.

Carpentry, Entry Level I Certificate (C 35 18 0 I)

		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
BPR 130	Blueprint Reading/Const	1	2	2
CAR 110	Introduction to Carpentry	2	0	2
CAR 111	Carpentry I	3	15	8
Total Semester Hours Required for Certificate				**13**

Carpentry, Entry Level II Certificate (C 35 18 0 II)

CAR 112	Carpentry II	3	15	8
CAR 114	Residential Bldg. Codes	3	0	3
CAR 115	Residential Planning/Est	3	0	3
Total Semester Hours Required for Certificate				**14**

Pg. 69, Electrical/Electronics Technology (D35 22 0)
New semester requirements:

First Semester (Fall)		Class	Lab	Credit
ACA 111	College Student Success	1	0	1
ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 126	Electrical Computations	2	2	3
ELC 132	Electrical Drawings	1	3	2
MAT 101	Applied Math I	2	2	3
				18
Second Semester (Spring)				
CIS 111	Basic PC Literacy	1	2	2
ELC 114	Basic Wiring II	2	6	4
ELC 115	Industrial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 118	National Electrical Code	1	2	2
ENG 102	Applied Com. II	3	0	3
				19
Total Credit Hours Required for Diploma				**37**

The diploma program is not offered at the Pasquatank Correctional Institution site.

Pg. 69, Electrical/Electronics Technology (C 35 22 O I) and (C 35 22 O II)
New semester requirements:

Electrical, Entry Level I Certificate (C 35 22 0 I)

		Class	Lab	Credit
ELC 112	DC/AC Electricity	3	6	5
ELC 113	Basic Wiring I	2	6	4
ELC 132	Electrical Drawings	1	3	2
Choose 1 course from the following:				
ELC 126	Electrical Computations	2	2	3
MAT 101	Applied Math I	2	2	3
Total Semester Hours Required for Certificate				**14**

Electrical, Entry Level II Certificate (C 35 22 0 II)

ELC 114	Basic Wiring II	2	6	4
ELC 115	Industrial Wiring	2	6	4
ELC 117	Motors and Controls	2	6	4
ELC 118	National Electrical Code	1	2	2
Total Semester Hours Required for Certificate				**14**

Pg. 69, Computer Engineering Technology, (A40160) (Associate in Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

MAT 121 Algebra/Trigonometry I and MAT 122 Algebra/Trigonometry II have been changed to **MAT 161 College Algebra and MAT 162 College Trigonometry.**

PHY 131 Physics-Mechanics has been changed to **PHY 151 College Physics I.**

First Year

First Semester (Fall)		*Class*	*Lab*	*Credit*
ELN 133	Digital Electronics	3	3	4
EGR 131	Intro to Electronics Technology	1	2	2
ELC 131	DC/AC Circuit Analysis	4	3	5
ENG 111	Expositiry Writing	3	0	3
ACA 111	College Student Success	1	0	1
MAT 161	College Algebra	3	0	3
				18
Second Semester (Spring)				
CIS 130	Survey of Operating Systems	2	3	3
ELN 131	Electronic Devices	3	3	4
ENG 114	Prof. Research & Reporting	3	0	3
MAT 162	College Trigonometry	3	0	3
CSC 131	Assembly Programming	2	3	3
ELN 275	Troubleshooting	1	2	2
				18

Second Year

First Semester (Fall)				
ELN 232	Intro to Microprocessors--8 week	*3*	*3*	*4*
CSC 134	C++ Programming	2	3	3
ELN 233	Microprocessors--8 week	3	3	4
PHY 151	College Physics I	3	2	4
	Social Science Elective	3	0	3
				18
Second Semester (Spring)				
CET 211	Computer Upgrade/Repair II--8 week	2	3	3
CET 111	Computer Upgrade/Repair I--8 week	2	3	3
EGR 285	Design Project	0	4	2
ELN 235	Data Communications Systems	3	3	4
COM	Elective	3	0	3
	Humanities/Fine Arts Elective	3	0	3
				18
Total Semester Hours Required for Degree				**72**

(cont.) Computer Engineering Technology, (A40160) (Associate in Applied Science)

Certificate Program (C40160)		Class	Lab	Credit
CIS 110	Intro to Computers	2	2	3
EGR 131	Intro to Electronics Technology	1	2	2
CIS 130	Survey of Operating Systems	2	3	3
CET 111	Computer Upgrade/Repair I	2	3	3
CET 211	Computer Upgrade/Repair II	2	3	3
Total Semester Hours Required for Certificate				14

Pg. 71 Health Science, Associate Degree Nursing (Non-integrated)

Effective Fall 2002, COM courses will not be allowed as Humanities in AAS programs.

Pg. 71 Health Science, LPN-ADN Option Program

Effective Fall 2002, COM courses will not be allowed as Humanities in AAS programs.

Pg. 71, Emergency Medical Science, (A45340) (Assocaite in Applied Science)
New information.

The Emergency Medical Science curriculum is designed to prepare graduates to enter the workforce as paramedics. Additionally, the program can provide an Associate Degree for individuals desiring an opportunity for career enhancement.

The course of study provides the student an opportunity to acquire basic and advanced life support knowledge and skills by utilizing classroom instruction, practical laboratory sessions, hospital clinical experience, and field internships with emergency medical service agencies.

Students progressing through the program may be eligible to apply for both state and national certification exams. Employment opportunities include ambulance services, fire and rescue agencies, air medical services, specialty areas of hospitals, industry, educational institutions, and government agencies.

First Year					
First Semester (Fall)		Class	Lab	Clin.	Credit
ACA 111	College Student Success	1	0	0	1
BIO 168	Anatomy and Physiology	3	3	0	4
ENG 111	Expository Writing	3	0	0	3
EMS 110	EMT-Basic	4	6	0	7
EMS 140	Rescue Scene Management	1	3	0	2
					17
Second Semester (Spring)					
BIO 169	Anatomy and Physiology II	3	3	0	4
CIS 110	Introduction to Computers	2	2	0	3
ENG 114	Professional Research and Reporting	3	0	0	3
EMS 120	Intermediate Interventions	2	3	0	3
EMS 121	EMS Clinical Practicum I	0	0	6	2
EMS 130	Pharmacology I for EMS	1	3	0	2
EMS 131	Advanced Airway Management	1	2	0	2
					19

Third Semester (Summer)	Class	Lab	Clin.	Credit
EMS 150 Emergency Vehicles & EMS Comm.	1	6	0	2
EMS 210 Advanced Patient Assessment	1	3	0	2
EMS 221 EMS Clinical Practicum II	0	0	9	3
				7
Second Year				
First Semester (Fall)				
PSY 150 General Psychology	3	0	0	3
EMS 220 Cardiology	2	6	0	4
EMS 231 EMS Clinical Practicum III	0	0	9	3
EMS 240 Special Needs Patients	1	3	0	2
EMS 250 Advanced Medical Emergencies	2	3	0	3
EMS 260 Advanced Trauma Emergencies	1	3	0	2
				17
Second Semester (Spring)				
Humanities/Fine Arts Elective	3	0	0	3
COE 211 Co-op Work Experience I (EMS)	0	10	0	1
EMS 235 EMS Management	2	0	0	2
EMS 242 EMS Hospital Clinical IV	0	0	6	2
EMS 270 Life Span Emergencies	2	2	0	3
EMS 285 EMS Capstone	1	3	0	2
				13
Total Semester Hours Required for Degree				73

Pg. 72, Emergency Medical Science Bridging Program
New information.

The Emergency Medical Science Bridging Program is designed to allow a currently certified non-degreed EMT paramedic to earn a two-year associate of applied science degree in Emergency Medial Science by completing the EMS Bridging Course, Rescue Scene Management Course, and the EMS Management Course in addition to all other general education requirements for this degree listed below.

First Year				
First Semester (Fall)	Class	Lab	Clin.	Credit
ACA 111 College Student Success	1	0	0	1
EMS 140 Rescue Scene Management	3	0	0	3
ENG 111 Expository Writing	3	0	0	3
CIS 110 Introduction to Computers	2	2	0	3
BIO 168 Anatomy and Physiology I	3	3	0	4
				14
Second Semester (Spring)				
EMS 280 EMS Bridging Program	2	2	0	3
ENG 114 Professional Research & Reporting	3	0	0	3
Humanities/Fine Arts Elective	3	0	0	3
BIO 169 Anatomy and Physiology II	3	3	0	4
PSY 150 General Psychology	1	3	0	3
				16

Third Semester (Summer)		Class	Lab	Clin.	Credit
EMS 210	EMS Management	1	3	0	2
					2
					32

Prior to graduation, students will need to complete the requirements for the National Registry of Paramedics. This will allow COA to grant up to **42 hours** of college credit for the EMT, EMT-I, and Paramedic courses previously completed that are contained in the degree program. Students must have completed the National Register Paramedic Exam prior to completion of all course for the degree.

Total Semester Hours Required for Degree **73**

Pg. 72, Medical Assisting (A45400)

The Medical Assisting curriculum prepares multi-skilled health care professionals qualified to perform administrative, clinical, and laboratory procedures.

Course work includes instruction in scheduling appointments, coding and processing insurance accounts, billing, collections, medical transcription, computer operations, assisting with examinations/treatments, performing routine laboratory procedures, electrocardiography, supervised medication administration, and ethical/legal issues associated with patient care.

Graduates of CAAHEP-accredited medical assisting programs may be eligible to sit for the American Association of Medical Assistants' Certification Examination to become Certified Medical Assistants. Employment opportunities include physicians' offices, health maintenance organizations, health departments, and hospitals.

First Year

First Semester (Fall)		Class	Lab	Clin.	Credit
ENG 111	Expository Writing	3	0	0	3
PSY 150	General Psychology	3	0	0	3
MED 110	Orientation to Medical Assisting	1	0	0	1
MED 118	Medical Law and Ethics	2	0	0	2
MED 121	Medical Terminology I	3	0	0	3
MED 130	Admin Office Proc I	1	2	0	2
ACA 111	College Student Success	1	0	0	1
					15
Second Semester (Spring)					
BIO 161	Intro to Human Biology	3	0	0	3
MED 122	Medical Terminology II	3	0	0	3
MED 131	Admin Office Proc II	1	2	0	2
MED 140	Exam Room Procedures I	3	4	0	5
MED 150	Laboratory Procedures I	3	4	0	5
					18
Third Semester (Summer)					
MED 134	Medical Transcription	2	2	0	3
MED 232	Medical Insurance Coding	1	3	0	2
MED 260	MED Clinical Externship	0	0	15	5
MED 262	Clinical Perspectives	1	0	0	1
					11

Students may elect to exit with a diploma (44 hours). Requirements for graduates to apply to take the Medical Assisting Certification Exam will have been met at this point.

Second Year					
First Semester (Fall)		*Class*	*Lab*	*Clin.*	*Credit*
ENG 114	Professional Research and Reporting	3	0	0	3
COM 110	Introduction to Communication	3	0	0	3
NUT 110	Nutrition	3	0	0	3
MED 240	Exam Room Procedures	3	4	0	5
					14
Second Semester (Spring)					
	Humanities Elective	3	0	0	3
MED 264	Medical Assisting Overview	2	0	0	2
MED 272	Drug Therapy	3	0	0	3
MAT 115	Math Models	3	0	0	3
MED 270	Symptomatology	2	2	0	3
					14
Total Semester Hours Required for Degree					72

Pg. 72, Surgical Technology
Delete the sentence:

Gradutaes of this program will be eligible to apply to take the Liaison Council's Certificate Examination for Surgical Technologists.

*Include "hospitals" in employment opportunities.

Pg. 73, Machining Technology
Add changes to certificate program.

Machining, Level I Certificate (C 50 30 0 I)

		Class	*Lab*	*Credit*
BPR 111	Blueprint Reading	1	2	2
BPR 121	Blueprint Reading: Mech.	1	2	2
CIS 111	Basic PC Literacy	1	2	2
MAC 111	Machining Tech I	2	12	6
MAC 121	Introduction to CNC	2	0	2
MAT 101	Applied Math I	2	2	3
Total Semester Hours Required for Certificate				17

Machining, Level II Certificate (C 50 30 0 II)

		Class	*Lab*	*Credit*
MAC 112	Machining Tech II	2	12	6
MAC 122	CNC Turning	1	3	2
MAC 124	CNC Milling	1	3	2
MEC 180	Engineering Materials	2	3	3
Total Semester Hours Required for Certificate				13

Pg. 73, Industrial Technologies
Architectural Technology (A40100).
New students will not be accepted into the Mechanical Drafting Program.

Architectural Technology, (A40100) (Associate in Applied Science)

First Year				
Fall Semester		*Class*	*Lab*	*Credit*
ACA 111	College Student Success	1	0	1
ARC 111	Intro. To Architecture	1	6	3
ARC 112	Const. Materials and Methods	3	2	4
ARC 250	Survey of Architecture	3	0	3
ENG 111	Expository Writing	3	0	3
MAT 161	College Algebra	3	0	3
				17
Spring Semester				
ARC 113	Residential Arch. Tech.	1	6	3
ARC 114	Architectural CAD	1	3	2
CIS 110	Introduction to Computers	2	2	3
ENG 112	Argument Based Research	3	0	3
MAT 162	College Trig. / Approved Elective	3	0	3
				14
Summer Semester				
ARC 220	Advanced Arch. CAD	1	3	2
ARC 230	Environmental Systems	3	3	4
ARC 240	Site Planning	2	2	3
				9
Second Year				
Fall Semester				
ARC 119	Structural Drafting	2	2	3
ARC 131	Building Codes	2	2	3
ARC 212	Commercial Construction Tech.	1	6	3
	Humanities Elective	3	0	3
COM 120	Interpersonal Communication	3	0	3
COE 111	Co-op Work Experience/Elective	0	10	1
				16
Spring Semester				
ARC 213	Design Project	2	6	4
ARC	Architectural Elective	2	0	2
ARC 231	Architectural Presentations	2	4	4
	Social Science Elective	3	0	3
COE 121	Co-op Work Experience	0	10	1
PED	Physical Education Elective	0	2	1
				15
Total Semester Hours Required for Degree				**71**

Diploma in Architectural Technology (D40100)

First Year

Fall Semester		*Class*	*Lab*	*Credit*
ACA 111	College Student Success	1	0	1
ARC 111	Introduction to Architecture	1	6	3
ARC 112	Construction Materials and Methods	3	0	4
ENG 111	Expository Writing	3	0	3
MAT 161	College Algebra	3	0	3
CIS 110	Introduction to Computers	3	0	3
				17
Spring Semester				
ARC 113	Residential Architectural Techology	1	6	3
ARC 114	Architectural CAD	1	3	2
ARC 213	Design Project	2	6	4
ARC	Architectural Elective	2	0	2
ART	Humanities	2	2	3
				14
Summer Semester				
ARC 220	Advanced Architectural CAD	1	3	2
ARC 230	Environmental Systems	3	3	4
COE 121	Co-op Work Experience	0	0	1
				7
Total Semester Hours Required for Diploma				**38**

Certificate in Architectural Technology
Specialization in Architectural CAD (C40100)

First Year

Fall Semester		*Class*	*Lab*	*Credit*
ACA 111	College Student Success	1	0	1
ARC 111	Introduction to Architecture	1	6	3
CIS 110	Introduction to Computers	2	2	3
				7
Spring Semester				
ARC 114	Architectural CAD	1	3	2
ARC	Architectural Elective	2	0	2
				4
Summer Semester				
ARC 220	Advanced Arch. CAD	1	3	2
				2
Total Semester Hours Required for Certificate				**13**

Pg. 74, Public Service Technologies
The Paralegal Technology Program will accept no new students.

Pg. 74, Cosmetology (Diploma D 55140)
New Semester Requirements:

First Semester (Fall or Spring)	*Class*	*Lab*	*Credit*
COS 111 Cosmetology Concepts II	4	0	4
COS 112 Salon I	0	24	8
ACA 111 College Student Success	1	0	1
			13
Second Semester (Fall or Spring)			
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8
			12
Summer Semester			
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
			8
Fourth Semester			
*COS 117Cosmetology Concepts IV	2	0	2
COS 118 Salon IV	0	12	7
			9
Other Courses Required:			
Fall Semester, First Semester			
PSY 101 Applied Psychology	3	3	3
Spring Semester, First Year			
ENG 102 Applied Communication II	3	0	3
Total Semester Hours Required for Diploma			**48**

*Basic computer literacy will be part of COS 117 Cosmetology Concepts IV.

Cosmetology Certificate (C55140C)

First Semester (Fall or Spring)	*Class*	*Lab*	*Credit*
COS 111 Cosmetology Concepts I	4	0	4
COS 112 Salon I	0	24	8
			12
Second Semester (Fall or Spring)			
COS 113 Cosmetology Concepts II	4	0	4
COS 114 Salon II	0	24	8
			12
Summer Semester			
COS 115 Cosmetology Concepts III	4	0	4
COS 116 Salon III	0	12	4
COS 223 Contemporary Hair Coloring			2
Or			
COS 260 Design Applications	1	3	2
			10
Total Semester Hours Required for Cosmetology Certificate			**34**

Cosmetology Certification

Shampoo Assistant (C 55140 SA)

Spring or Fall Semester		*Class*	*Lab*	*Credit*
COS 111	Cosmetology Concepts	14	0	4
COS 112	Salon I	0	24	8
Total Semester Hours Required for Certificate				**12**

Chemical Assistant (C 55140 CA)

Spring or Fall Semester		*Class*	*Lab*	*Credit*
COS 113	Cosmetology Concepts II	4	0	4
COS 114	Salon II	0	24	8
Total Semester Hours Required for Certificate				**12**

Cosmetology Instructor (C 55160 CI)

The Cosmetology Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of Cosmetology as required by the North Carolina State Board of Cosmetology. Course work includes all phases of manicuring theory laboratory instruction. Graduates should be prepared to take the North Carolina State Board of Cosmetology Instructor Licensing Exam and upon passing bequalified for employment in a cosmetology school.

First Semester		*Class*	*Lab*	*Clin.*	*Credit*
COS 271	Instructor Concepts I	5	0	0	5
COS 272	*Instructor Practicum I*	*0*	*21*	*0*	*7*
					12
Second Semester					
COS 273	Inst. Con. II	5	0	0	5
COS 274	Inst. Pract. II	*0*	*21*	*0*	*7*
					12
Total Semester Hours Required for Certificate					**24**

Esthetics Instructor (C 55270)

The Esthetics Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of esthetics as required by the North Carolina State Board of Cosmetology. Course work includes all phases of esthetics theory laboratory instruction. Graduates should be prepared to take the North Carolina State Board of Cosmetology Esthetics Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or esthetics school.

First Semester		*Class*	*Lab*	*Clin.*	*Credit*
COS 253	Esthetician Concept I	6	15	0	11
Second Semester					
COS 254	Esthetician Concept I	6	15	0	11
Total Semester Hours Required for Certificate					**22**

Pg. 75, Criminal Justice Technology (A55180)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

First Year				
First Semester (Fall)		*Class*	*Lab*	*Credit*
CJC 111	Intro to Criminal Justice	3	0	3
CJC 212	Ethics	0	3	3
CIS 110	Introduction to Computers	2	2	3
ENG 111	Expository Writing	3	0	3
SOC 210	Introduction to Sociology	3	0	3
ACA 111	College Student Success	1	0	1
				16
Second Semester (Spring)				
CJC 141	Corrections	3	0	3
CJC 121	Law Enforcement Operations	3	0	3
PSY 150	General Psychology	3	0	3
ENG 114	Prof. Research and Reporting	3	0	3
MAT 115	Mathematical Models	2	2	3
SOC 220	Social Problems	3	0	3
				18
Second Year				
First Semester (Fall)				
CJC 112	Criminology	3	0	3
CJC 131	Criminal Law	3	0	3
COE 111	Coop Work Experience I	0	10	1
CJC 113	Juvenile Justice	3	0	3
POL 120	American Government	3	0	3
SOC 225	SocialDiversity	3	0	3
				16
Second Semester (Spring)				
Elective	Humanities/Fine Art	3	0	3
CJC 221	Investigative Principles	3	2	4
CJC 231	Constitutional Law	3	0	3
COE 121	Coop Work Experience II	0	10	1
COM 231	Public Speaking	3	0	3
HIS 000	History Elective	3	0	3
				17
Total Semester Hours Required for Associate Degree				**67**

Pg. 76, Criminal Justice Technology/Corrections Option, (A55180C) (Associate Applied Science)
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

Pg. 76, Culinary Technology, (A55200) (Associate in Applied Science)

The Culinary Technology curriculum provides specific training to prepare students to assume positions as trained culinary professionals in a variety of food service settings including full service restaurants, hotels, resorts, clubs, catering operations, contract food service, and health care facilites.

Course offerings emphasize practical application, a strong theoretical knowledge base, and professionalism and provides the critical competencies to successfully meet industry demands. Courses also include sanitation, food/beverage service and control, baking, garde manager, American/international cuisines, food production, and hospitality supervision.

Graduates should qualify for entry-level postions such as line cook, station chef, and assistant pastry chef. American Culinary Federation certification is available to graduates. With experience, graduates may advance to positions such as sous-chef, executive chef, or food service manager.

First Year

First Semester (Fall)		*Class*	*Lab*	*Clin.*	*Credit*
# ACA 111	College Student Success	1	0	0	1
*# CIS 110	Intro to Computers	2	2	0	3
# CUL 110	Sanitation & Safety	2	0	0	2
*# CUL 110A	Sanitation & Safety Lab	0	2	0	1
*#CUL 140	Basic Culinary Skills	2	6	0	5
#ENG 111	Expository Writing	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
					18
Second Semester (Spring)					
COM 120	Interpersonal Skills	3	0	0	3
CUL 112	Nutrition for Food servicel	3	0	0	3
*# CUL 135	Food & Beverage Service	2	0	0	2
*# CUL 135A	Food & Beverage Service Lab	0	2	0	1
*# CUL 160	Baking I	1	4	0	3
# CUL 240	Advanced Culinary Skills	1	8	0	5
# ENG 114	Professional Research & Reporting	3	0	0	3
					20

Second Year

First Semester (Fall)					
	Humanities/Fine Arts Elective	3	0	0	3
*# CUL 120	Purchasing	2	0	0	2
*# CUL 120A	Purchasing Lab	0	2	0	1
# CUL 130	Menu Design	2	0	0	2
CUL 150	Food Science	1	2	0	2
CUL 170	Garde-Manger I	1	4	0	3
BUS 137	Principles of Management	3	0	0	3
#	Soc/Behav Science Elective	3	0	0	3
					19
Second Semester (Spring)					
COE	*Co-op Work Experience I or II*	0	0	10-20	*1-2*
CUL 260	Baking II	1	4	0	3
CUL 180	Intrntl. & Amer. Region. Cuisine	1	8	0	5

Other Electives (choose at least 6 credit hrs)	Class	Lab	Clin.	Credit
ACC 115 College Accounting	3	2	0	4
BUS 285 Business Management Issues	3	0	0	3
#CUL 125 Hospitality Info Sys	1	2	0	2
CUL 210 Fdserve for Spec. Populations	1	8	0	5
CUL 220 Fdserv. for Spec. Operations	1	8	0	5
CUL 250 Classical Cooking	1	8	0	5
CUL 270 Grade-Manager II	1	4	0	3
CUL 280 Pastry & Confections	1	4	0	3
HRM 110 Introduction to Hospitality	2	0	0	2
				14
Total Semester Hours Required for Degree				**70-71**
# Total Semester Hours Required for Diploma				
*** Total Semester Hours Required for Certificate**				

Pg. 77, Early Childhood Associate
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.
New foot note:
Students must earn a minimum of two cooperative education credits by completing COE 111 and COE 121 or by completing COE 112.

First Year

First Semester (Fall)	Class	Lab	Clin.	Credit
#ENG 111 Expository Writing	3	0	0	3
*#EDU 111 Early Childhood Credentials	2	0	0	2
*#EDU 144 Child Development I	3	0	0	3
*#EDU 146 Child Guidance	3	0	0	3
EDU 280 Literacy Experience	3	0	0	3
#ACA 111 College Student Success	1	0	0	1
#CIS 110 Introduction to Computers	2	2	0	3
				18
Second Semester (Spring)				
#COM 231 Public Speaking	3	0	0	3
#MAT 115 Mathematical Models	2	2	0	3
*#EDU 112 Early Childhood Credentials II	2	0	0	2
*#EDU 131 Child, Family & Community	3	0	0	3
#EDU 145 Child Development II	3	0	0	3
ENG 112 Argument-base Research	3	0	0	3
Or ENG 113 or ENG 114				
				17

Second Year

First Semester (Fall)		*Class*	*Lab*	*Clin.*	*Credit*
# EDU 188	Issues in Early Chilhood Education	2	0	0	2
EDU 221	Children with Special Needs	3	0	0	3
EDU 261	Early Childhood Administration I	2	0	0	2
EDU 234	Infants, Toddlers, & Twos	3	0	0	3
	OR				
#EDU 235	School-Age Dev & Program	2	0	0	2
PSY 150	General Psychology	3	0	0	3
#PED	Physical Education Elective	2	0	0	1
#COE	Cooperative Education	0	10	0	1
SOC 210	Introduction to Sociology	3	0	0	3
	OR SOC 213 - Sociology of the Family				
					17-18
Second Semester (Spring)					
COE	Cooperative Education	0	0	10	1
#EDU 151	Creative Activites and	3	0	0	3
#EDU 151A	Creative Activities Lab	0	2	0	1
	OR				
#EDU 263	Dev School-Age Prog	2	0	0	2
*#EDU 153	Health, Safety, Nutrition	3	0	0	3
EDU 262	Early Childhood Admin. II	3	0	0	3
PSY 241	Developmental Psychology	3	0	0	3
Elective	(Humanities or Fine Arts)	3	0	0	3
					15-17

Total Semester Hours Required for Degree	**72-73**
#Total Semester Hours for Diploma	**42-44**
***Total Semester Hours for Certificate**	**16**

Pg. 77, Early Childhood Associate/Special Education
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

This program is not available at this time.

Pg. 78, Early Childhood Associate/Teacher Associate
Pending availability of funding and State Board of Community Colleges approval.
Changes to semester requirements.

Effective Fall 2002, COM-prefixed courses will not be allowed to meet the Humanities requirement.

First Year					
First Semester (Summer)		*Class*	*Lab*	*Clin.*	*Credit*
ACA 111	College Student Success	1	0	0	1
EDU 111	Early Childhood Credentials I	2	0	0	2
EDU 144	Child Development I	3	0	0	3
EDU 146	Child Guidance	3	0	0	3
EDU 280	Literacy Experiences	3	0	0	3
EDU 111	Expository Writing	3	0	0	3
					15
Second Semester (Spring)					
COM 110	Introduction to Communication	3	0	0	3
	OR				
COM 231	Public Speaking	2	0	0	2
	EDU 112 Early childhood Family/Credentials				
	OR				
EDU 113	Dev School-Age Prog	3	0	0	3
	EDU 131 Children, Family, and Community	2	0	0	2
EDU 145	Child Development II	3	0	0	3
ENG 112	Argument-Based Research	3	0	0	3
	OR				
ENG 113	Literature-Based Research	3	0	0	3
MAT 115	Mathematical Models	2	2	0	3
					16-17
Second Year					
First Semester (Fall)					
CIS 110	Introduction to Computers	2	2	0	3
COE 111	Co-op WorkExperience	0	0	10	1
EDU 118	Teacher Assoc. Principles & Practices	3	0	0	3
EDU 186	Reading and Writing Methods	3	0	0	3
EDU 221	Children With Special Needs	2	0	0	2
EDU 235	School Age Development & Programs	3	0	0	3
PSY 150	General Psychology	3	0	0	3
					18
Second Semester (Spring)					
COE 121	Co-op Work Experience II	0	0	10	1
	COE 151 Creative Activities	3	0	0	3
EDU 151A	Creative Activites/Lab	3	0	2	1
EDU 1536	Health, Safety and Nutrition	3	0	0	3
EDU 275	Effective Teacher Training	2	0	0	2
EDU 285	Internship Experiences - School Age	1	0	0	3
	Humanities/Fine Arts Elective	0	0	0	3
PED	PED Elective	0	2	0	1
					17
Total Semester Hours Required for Associate Degree					**66-67**

Pg. 79 Fire Protection Technology
This program has been terminated.

Pg. 79, Foodservice Technology (D55 25 0)
New semester requirements for diploma.

First Semester (Fall)		*Class*	*Lab*	*Credit*
ACA 111	College Student Success	1	0	1
FST 100	Intro to Foodservice	1	0	1
FST 101	Intro to Baking	1	4	3
FST 102	Basic Foodservice Skills	3	8	7
FST 103	Safety & Sanitation 2	2	3	
FST 104	Foodservice Equipment	1	2	2
MAT 101	Applied Math	2	2	3
				20
Second Semester (Spring)				
CIS 111	Basic PC Literacy	1	2	2
ENG 102	Applied Com. II	3	0	3
FST 105	Menu Planning	4	2	5
FST 106	Adv. Foodservice Skills	2	6	5
FST 107	Adv. Baking	1	4	3
FST 108	Cost Control	2	2	3
				21
Total Credit Hours Required for Diploma				41

Foodservice Technology (C55250)
Changes to certificate.

Foodservice, Entry Level I (C55250I)		*Class*	*Lab*	*Credit*
FST 100	Intro to Foodservice	1	0	1
FST 101	Intro to Baking	1	4	3
FST 102	Basic Foodservice Skills	3	8	7
FST 103	Safety & Sanitation	2	2	3
FST 104	Foodservice Equipment	1	2	2
Total Semester Hours Required for Certificate				**16**
Foodservice, Entry Level II (C55250II)				
FST 105	Menu Planning	4	2	5
FST 106	Adv. Foodservice Skills	2	6	5
FST 107	Adv. Baking	1	4	3
FST 108	Cost Control	2	2	3
Total Semester Hours Required for Certificate				16

Pg. 80 Associate in General Occupational Technology
All courses must be numbered 100 or above.

Pg. 80, Manicuring/Nail Technology (C55400)
The Manicuring/Nail Technology program has been transferred to the Continuing Education Division.
New Certificate.

Manicuring Instructor (C 55 380 MI)
The Manicuring Instructor curriculum provides a course of study covering the skills needed to teach the theory and practices of manicuring as required by the North Carolina State Board of Cosmetology. Course work includes all phases of manicuring theory laboratory instruction. Graduates should be prepared to take the North Carolina State Board of Cosmetology, Manicuring Instructor Licensing Exam and upon passing be qualified for employment in a cosmetology or manicuring school.

	Class	*Lab*	*Credit*
COS 251 Manicure Instructor Concepts	8	0	8
COS 252 Manicure Instructor Practicum	0	15	5
Total Hours Required for Certificate			**13**

Pg. 80, Public Service Technologies
Add **Community Spanish Interpreter Diploma Program (D 55370)**
Community Spanish Interpreter Certificate Program (C55370)

The Spanish Interpreter Education curriculum prepares individuals to work as entry-level Spanish Interpreters who will provide communication access in interview and interactive settings. In addition, this curriculum provides in-service training for working interpreters who want to upgrade their skills.

Course work includes the acquisition of Spanish: grammar, structure, and sociolinguistic properties, cognitive processes associated with interpretation between Spanish and English; the structure and character of the Spanish community; and acquisition of consecutive and the simultaneous interpreting skills.

Entry-level jobs for para-professional interpreters are available in educational systems or a variety of community settings. Individuals may choose from part-time, full-time, or self-employment/free-lance positions, or apply language skills to other human service related areas.

First Year

First Semester (Fall)	*Class*	*Lab*	*Credit*
SPA 111 Elementary Spanish I	3	0	3
ACA 111 College Student Success	1	0	1
ENG 111 Expository Writing	3	0	3
SPA 141 Cultural and Civilization	3	0	3
ACA 111 College Student Success	0	2	1
			11
Second Semester (Spring)			
SPA 112 Intermediate Spanish I	3	0	3
SPA 120 Spanish for the Workplace	3	0	3
SPA 182 Spanish Lab II	0	2	1
SPA 214 Intro to Translation	3	0	3
			10
Third Semester			
SPA 211 Intermedicate Spanish I	3	0	3
SPI 113 Intro to Spanish Interpretation	3	0	3
SPI 114 Intermediate Spanish I	3	0	3
SOC 225 Social Diversity	3	0	3
or			
PSY 150 General Psychology			
			12

Second Year

First Semester	*Class*	*Lab*	*Credit*
SPA 212 Inter. Spanish II	3	0	3
SPI 113 Intro to Computers **OR**	3	0	3
SPI 114 Basic PC Literacy	1	2	2
SOC 225 Reading and Composition	3	0	3
SPI 213 Review of Grammar	3	0	3
			11-12
SPA 182 Spanish Lab II	0	2	1
SPA 214 Intro to Translation	3	0	3
			8
Second Semester			
SPA 221 Spanish Conversation	3	0	3
			3
Total Semester Hours Required for Diploma			**47-48**

Community Spanish Interpreter (C 55370)

First Year

First Semester	*Class*	*Lab*	*Credit*
SPA 111 Elementary Spanish I	3	0	3
			3
Second Semester			
SPA 112 Elementary Spanish III	3	0	3
			3
Third Semester			
SPA 211 Intermedicate Spanish I	3	0	3
			3
Second Year			
First Semester			
SPA 212 Inter. Spanish II	3	0	3
SPI 214 Intro toTranslation **OR**	3	0	3
SPI 113 Intro to Spanish Interpretation			
			6
Second Semester			
SPA 221 Spanish Conversation	3	0	3
			3
Total Semester Hours Required for Certificate			**18**

Pg. 80, Postal Service Technology (C55340)

The cooperative agreement with Lenior Community College has been terminated. The program is no longer available through College of The Albemarle.

Pg. 82, New Accounting Course

		Class	Lab	Credit
ACC 115	**College Accounting**	3	2	4
Prerequisites:	None			
Corequisites:	None			

This course introduces basic accounting principles for a sole proprietorship. Topics include the complete accounting cycle with end-of-period statements, bank reconciliation, payrolls, and petty cash. Upon completion, students should be able to demonstrate an understanding of accounting principles and apply those skills to a business organization.

Pg. 84, New Architecture Courses

		Class	Lab	Credit
ARC 111	**Introduction to Architectural Technology**	1	6	3
Prerequisites:	None			
Corequisites:	None			

This course introduces basic architectural drafting techniques, lettering, use of architectural and engineer scales, and sketching. Topics include orthographic, axonometric, and oblique drawing techniques using architectural plans, elevations, sections, and details; reprographic techniques; and other related topics. Upon completion, students should be able to prepare and print scaled drawings within minimum architectural standards.

		Class	Lab	Credit
ARC 112	**Construction Materials & Methods**	3	2	4
Prerequisites:	None			
Corequisites:	None			

This course introduces construction materials and their methodologies. Topics include construction terminology, materials and their properties, manufacturing processes, construction techniques, and other related topics. Upon completion, students should be able to detail construction assemblies and identify construction materials and properties.

		Class	Lab	Credit
ARC 113	**Residential Architectural Technology**	1	6	3
Prerequisites:	ARC 111			
Corequisites:	ARC 112			

This course covers intermediate residential working drawings. Topics include residential plans, elevations, sections, details, schedules, and other related topics. Upon completion, students should be able to prepare a set of residential working drawings that are within accepted architectural standards.

		Class	Lab	Credit
ARC 114	**Architectural CAD**	1	3	2
Prerequisites:	None			
Corequisites:	None			

This course introduces basic architectural CAD techniques. Topics include basic commands and system hardware and software. Upon completion, students should be able to prepare and plot architectural drawings to scale within accepted architectural standards.

		Class	Lab	Credit
ARC 119	**Structural Drafting**	2	2	3
Prerequisites:	ARC 113 and MAT 161			
Corequisites:	None			

This course introduces basic concepts associated with sizing and detailing structural assemblies. Topics include vocabulary, span-to-depth ratios, code requirements, shop drawings, and other related topics. Upon completion, students should be able to perform simple calculations and prepare shop drawings and preliminary structural plans.

		Class	Lab	Credit
ARC 131	**Building Codes**	2	2	3
Prerequisites:	ARC 112			
Corequisites:	None			

This course covers the methods of researching building codes for specific projects. Topics include residential and commercial building codes. Upon completion, students should be able to determine the code constraints governing residential and commercial projects.

		Class	Lab	Credit
ARC 212	**Commercial Construction Techniques**	1	6	3
Prerequisites:	ARC 111			
Corequisites:	ARC 112			

This course introduces regional construction techniques for commercial plans, elevations, sections, and details. Topics include production of a set of commercial contract documents and other related topics. Upon completion, students should be able to prepare a set of working drawings in accordance with building codes.

		Class	Lab	Credit
ARC 213	**Design Project**	2	6	4
Prerequisites:	ARC 111, ARC 112, and ARC 114			
Corequisites:	None			

This course provides the opportunity to design and prepare a set of contract documents within an architectural setting. Topics include schematic design, design development, construction documents, and other related topics. Upon completion, students should be able to prepare a set of commercial contract documents.

		Class	Lab	Credit
ARC 220	**Advanced Architect CAD**	1	3	2
Prerequisites:	ARC 114			
Corequisites:	None			

This course provides file management, productivity, and CAD customization skills. Emphasis is placed on developing advanced proficiency techniques. Upon completion, students should be able to create prototype drawings and symbol libraries, compose sheets with multiple details, and use advanced drawing and editing commands.

		Class	Lab	Credit
ARC 230	**Environmental Systems**	3	3	4
Prerequisites:	ARC 111 and MAT 121			
Corequisites:	None			

This course introduces plumbing, mechanical (HVAC), and electrical systems for the architectural environment. Topics include basic plumbing, mechanical, and electrical systems for residential and/or commercial buildings with an introduction to selected code requirements. Upon completion, students should be able to develop schematic drawings for plumbing, mechanical, and electrical systems and perform related calculations.

		Class	Lab	Credit
ARC 231	**Architectural Presentations**	2	4	4
Prerequisites:	ARC 111			
Corequisites:	None			

This course introduces architectural presentation techniques. Topics include perspective drawing, shadow projection, texturization, rendered plans, elevations, and other related topics. Upon completion, students should be able to present ideas graphically and do rendered presentation drawings.

		Class	Lab	Credit
ARC 240	**Site Planning**	2	2	3
Prerequisites:	ARC 111 or LAR 111			
Corequisites:	None			

This course introduces the principles of site planning, grading plans, and earthwork calculations. Topics include site analysis, site work, site utilities, cut and fill, soil erosion control, and other related topics. Upon completion, students should be able to prepare site development plans and details and perform cut and fill calculations.

		Class	Lab	Credit
ARC 250	**Survey of Architecture**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the historical trends in architectural form. Topics include historical and current trends in architecture. Upon completion, students should be able to demonstrate an understanding of significant historical and current architectural styles.

See the SEL and SEM prefixes for generic Selected Topics and Seminar course descriptions.

Pg. 86 Boat Building Courses

		Class	Lab	Credit
BTB 101	**Boat Building I**	5	15	10
Prerequisites:	None			
Corequisites:	DFT 100			

This course introduces the modern wood and composite boat shop. Topics include maintaining, sharpening, and safely using hand and power tools; lofting; and properly utilizing materials common in the boat-building industry. Upon completion, students should be able to loft a simple flat or V-bottom boat and build it using sheet plywood construction methods. *This is a diploma-level course.*

		Class	Lab	Credit
BTB 102	**Boat Building II**	4	15	9
Prerequisites:	BTB 101			
Corequisites:	None			

This course introduces more advanced hull development. Topics include advanced lofting, building jigs and birdcage building forms, wood and composite lamination techniques, marine finishing materials and methods, and quality control procedures. Upon completion, students should be able to build, fit out, and finish a small boat using modern fabrics, core materials, and methods of construction. *This is a diploma-level course.*

		Class	Lab	Credit
BTB 103	**Yacht Joiner Practices I**	2	4	4
Prerequisites:	BTB 101			
Corequisites:	None			

This course introduces the fundamental skills and attention to detail necessary to fine yacht joinery. Emphasis is placed on fitting, mortise/tenon, and dowel joints; fitting dadoes in grooves; and building a project to close tolerances from a blueprint. Upon completion, students should be able to build a cabinet carcass with face frame, round corner posts, laminate surfaces, and a dove-tailed drawer. *This is a diploma-level course.*

		Class	Lab	Credit
BTB 104	**Yacht Joiner Practices II**	1	4	3
Prerequisites:	BTB 103			
Corequisites:	BTB 102			

This course is an extension of BTB 103 and emphasizes finishing cabinets and rough-in of yacht interiors. Topics include manufacturing and fitting moldings, door construction methods, bright work finishing, and bulkhead and cabin sole fitting and installation. Upon completion, students should be able to build raised panel doors and moldings, apply modern finishes, and rough in bulkheads, soles, and yacht furniture. *This is a diploma-level course.*

		Class	Lab	Credit
BTB 105	**Yacht Repair/Renovation**	3	4	5
Prerequisites:	BTB 102			
Corequisites:	FBG 100			

This course introduces repair/renovation principles and methods for wood and fiberglass boats. Emphasis is placed on surveying boats for needed repairs, planning repairs, and estimating costs in tools, materials, and techniques used in repair and renovation. Upon completion, students should be able to plan and execute repairs in wood and fiberglass boats (structural and cosmetic) and execute marine refinishing techniques. *This is a diploma-level course.*

Pg. 86, New Business Courses.

		Class	Lab	Credit
BUS 230	**Small Business Management**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course introduces the challenges of entrepreneurship including the startup and operation of a small business. Topics include market research techniques, feasibility studies, site analysis, financing alternatives, and managerial decision making. Upon completion, students should be able to develop a small business plan.

		Class	Lab	Credit
BUS 280	**REAL Small Business**	4	0	4
Prerequisites:	None			
Corequisites:	None			

This course introduces hands-on techniques and procedures for planning and opening a small business, including the personal qualities needed for entrepreneurship. Emphasis is placed on market research, finance, time management, and day-to-day activities of owning/operating a small business. Upon completion, students should be able to write and implement a viable business plan and seek funding.

Pg. 92, Cooperative Education
Remove prerequisites from COE courses.

COE 111 Co-op Work Experience I
Change prerequisites to: None

COE 112 Co-op Work Experience I
Change prerequisites to: None

COE 121 Co-op Work Experience II
Change prerequisites to: None

COE 122 Co-op Work Experience II
Change prerequisites to: None

COE 131 Co-op Work Experience III
Change prerequisites to: None

COE 132 Co-op Work Experience III
Change prerequisites to: None

COE 211 Co-op Work Experience IV
Change prerequisites to: None

COE 212 Co-op Work Experience IV
Change prerequisites to: None

COE 221 Co-op Work Experience V
Change prerequisites to: None

COE 222 Co-op Work Experience V
Change prerequisites to: None

COE 231 Co-op Work Experience VI
Change prerequisites to: None

Pg. 94, New Cosmetology Courses

	Class	*Lab*	*Credit*
COS 117 Cosmetology Concepts IV	2	0	2

Prerequisites: COS 111,113,115
Corequisites: COS 118

This course covers advanced cosmetology concepts. Topics include chemistry and hair structure, advanced cutting, coloring and computer skills, design, and an overview of all cosmetology concepts in preparation for the licensing examination. Upon completion, students should be able to demonstrate an understanding of these cosmetology concepts and meet program completion requirements.

	Class	*Lab*	*Credit*
COS 118 Salon IV	0	21	7

Prerequisites: COS 112,114,116
Corequisites: COS 117

This course provides advanced experience in a simulated salon setting. Emphasis is placed on efficient and competent delivery of all salon services in preparation for the licensing examination and employment. Upon completion, students should be able to demonstrate competence in program.

	Class	*Lab*	*Credit*
COS 223 Contemporary Hair Coloring	1	3	2

Prerequisites: COS 111 and COS 112
Corequisites: None

This course covers basic color concepts, hair coloring problems, and application techniques. Topics include color theory, terminology, contemporary techniques, product knowledge, and other related topics. Upon completion, students should be able to identify a client's color needs and safely and competently perform color applications and correct problems.

	Class	Lab	Credit
COS 251 Manicuring Instructor Concepts	8	0	8

Prerequisites: Manicuring License and six months experience as a licensed manicurist
Corequisites: COS 252

This course introduces the basic manicuring instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

	Class	Lab	Credit
COS 252 Manicuring Instructor Practicum	0	15	5

Prerequisites: Manicuring License and six months experience as a licensed manicurist
Corequisites: COS 251

This course covers supervisory and instructional skills for teaching entry-level manicuring students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to demonstrate salon services and instruct and objectively assess the entry-level student.

	Class	Lab	Credit
COS 271 Instructor Concepts I	5	0	5

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 272

This course introduces the basic cosmetology instructional concepts. Topics include orientation, theories of education, unit planning, daily lesson planning, laboratory management, student assessment, record keeping, and other related topics. Upon completion, students should be able to identify theories of education, develop lesson plans, demonstrate supervisory techniques, and assess student performance in a classroom setting.

	Class	Lab	Credit
COS 272 Instructor Practicum I	0	21	7

Prerequisites: Cosmetology License and six months experience as a licensed cosmetologist
Corequisites: COS 271

This course covers supervisory and instructional skills for teaching entry-level cosmetology students in a laboratory setting. Topics include demonstrations of services, supervision, and entry-level student assessment. Upon completion, students should be able to develop lesson plans and demonstrate salon services and instruct and objectively assess the entry-level student.

	Class	Lab	Credit
COS 273 Instructor Concepts II	5	0	5

Prerequisites: COS 271 and COS 272
Corequisites: COS 274

This course covers advanced cosmetology instructional concepts. Topics include practical demonstrations, lesson planning, lecture techniques, development and administration of assessment tools, record keeping, and other related topics. Upon completion, students should be able to develop lesson plans, demonstrate supervision techniques, assess student performance in a classroom setting, and keep accurate records.

	Class	Lab	Credit
COS 274 Instructor Practicum II	0	21	7

Prerequisites: COS 271 and COS 272
Corequisites: COS 273

This course is designed to develop supervisory and instructional skills for teaching advanced cosmetology students in a laboratory setting. Topics include practical demonstrations, supervision, and advanced student assessment. Upon completion, students should be able to demonstrate competence in the areas covered by the Instructor Licensing Examination and meet program completion requirements.

		Class	Lab	Credit
CUL 110	**Sanitation & Safety**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course introduces the basic principles of sanitation and safety and their relationship to the hospitality industry. Topics include personal hygiene, sanitation and safety regulations, use and care of equipment, the principles of food-borne illness, and other related topics. Upon completion, students should be able to demonstrate an understanding of sanitation and safety procedures in the hospitality industry.

		Class	Lab	Credit
CUL 110A	**Sanitation & Safety Lab**	0	2	1
Prerequisites:	None			
Corequisites:	CUL 110			

This course is a laboratory to accompany CUL 110. Emphasis is placed on practical experiences that enhance the materials presented in CUL 110. Upon completion, students should be able to demonstrate practical applications of sanitation and safety procedures in the hospitality industry.

		Class	Lab	Credit
CUL 112	**Nutrition for Foodservice**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers the principles of nutrition and its relationship to the foodservice industry. Topics include fundamentals of personal nutrition, nutrition over the life cycle, weight management and exercise, health aspects of nutrition, developing healthy recipes and menus, healthy cooking techniques and marketing nutrition in a foodservice operation. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

		Class	Lab	Credit
CUL 135	**Food & Beverage Service**	2	0	2
Prerequisite	None			
Corequisites	None			

This course covers the practical skills and knowledge for effective food and beverage service in a variety of settings. Topics include reservations, greeting and service of guests, styles of service, handling complaints, and sales and merchandising. Upon completion, students should be able to demonstrate competence in human relations and technical skills required in the service of foods and beverages.

		Class	Lab	Credit
CUL 135A	**Food & Beverage Service Lab**	0	2	1
Prerequisites:	None			
Corequisites:	CUL 135			

This course is a laboratory to accompany CUL 135. Emphasis is placed on practical experiences that enhance the materials presented in CUL 135. Upon completion, students should be able to demonstrate practical applications of skills required in the service of foods and beverages.

		Class	Lab	Credit
CUL 140	**Basic Culinary Skills**	2	6	5
Prerequisites:	None			
Corequisites:	None			

This course introduces the fundamental concepts, skills, and techniques involved in basic cookery. Emphasis is placed on recipe conversion, measurements, terminology, knife skills, safe food handling, cooking methods, flavorings, seasonings, stocks/sauces/soups, and other related topics. Upon completion, students should be able to exhibit the basic cooking skills used in the food service industry.

		Class	Lab	Credit
CUL 160	**Baking I**	1	4	3
Prerequisites:	None			
Corequisites:	None			

This course covers basic ingredients, weights and measures, baking terminology, and formula calculations. Topics include yeast-raised products, quick breads, pastry dough, various cakes and cookies, and appropriate filling and finishing techniques. Upon completion, students should be able to prepare and evaluate baked products.

		Class	Lab	Credit
CUL 240	**Advanced Culinary Skills**	1	8	5
Prerequisites:	CUL 140			
Corequisites:	None			

This course is a continuation of CUL 140. Emphasis is placed on meat fabrication and butchery; vegetable, starch, and protein cookery; compound sauces; plate presentation; breakfast cookery; and quantity food preparation. Upon completion, students should be able to plan, execute, and successfully serve entrees with complementary side items.

Pg. 97, New Drafting Course

		Class	Lab	Credit
DFT 100	**Marine Drafting**	1	2	2
Prerequisites:	None			
Corequisites:	BTB 101			

This course introduces blueprint reading, sketching, marine drafting equipment, and the lines plan. Topics include utilization of mechanical drafting tools, blueprint lines, pictorial sketching, blueprint reading, and manually drawing plans for boats from tables of offsets. Upon completion, students should be able to create pictorial sketches, make materials lists from blueprints, expand transoms, and demonstrate an understanding of lines plans. *This is a diploma level course.*

Pg. 100, New Drama/Theatre Course

		Class	Lab	Credit
DRA 251 Production Management		3	0	3
Prerequisites:	DRA 140			
Corequisites:	None			

This course provides an analysis of staging, building and personnel resources, communication, budgeting, and safety in play production and other entertainment media. Emphasis is placed on organization, communication, and safety in production. Upon completion, students should be able to understand the important boundaries of authority for the production manager.

Pg. 108, New English Course

		Class	Lab	Credit
ENG 125 Creative Writing		3	0	3
Prerequisites:	ENG 111			
Corequisites:	ENG 112, ENG 113, or ENG 114			

This course is designed to provide students with the opportunity to practice the art of creative writing. Emphasis is placed on writing, fiction, poetry, and sketches. Upon completion, students should be able to craft and critique their own writing and critique the writing of others.

Pg. 108, New Fiberglass and Moldmaking Course

		Class	*Lab*	*Credit*
FBG 100	**Fiberglass Mold Making**	3	4	5
Prerequisites:	BTB 102			
Corequisites:	None			

This course introduces the construction of male and female molds for fiberglass boat production. Emphasis is placed on perfecting the plug chopper gun operation, materials and methods for mold construction, and current trends in the boat building industry. Upon completion, students should be able to finish a plug to the standards required by the industry and build a fiberglass mold suitable for production.

See the SEL and SEM prefixes for generic Selected Topics and Seminar course descriptions.

Pg. 110, Delete HEA 111 First Aid & Safety

Pg. 111, New Hotel and Restaurant Management Course

		Class	*Lab*	*Credit*
HRM 110	**Introduction to Hospitality**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course covers the growth and progress of the hospitality industry. Topics include financing, hotels, restaurants, and clubs. Upon completion, students should be able to demonstrate an understanding of the background, context, and career opportunities that exist in the hospitality industry.

Pg. 115, New Medical Assisting Courses

		Class	*Lab*	*Credit*
MED 110	**Orientation to Medical Assisting**	1	0	1
Prerequisites:	None			
Corequisites:	None			

This course covers the history of medicine and the role of the medical assistant in the health care setting. Emphasis is placed on professionalism, communication, attitude, behaviors, and duties in the medical environment. Upon completion, students should be able to project a positive attitude and promote the profession of medical assisting.

		Class	*Lab*	*Credit*
MED 118	**Medical Law and Ethics**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course covers legal relationships of physicians and patients, contractual agreements, professional liability, malpractice, medical practice acts, informed consent, and bioethical issues. Emphasis is placed on legal terms, professional attitudes, and the principles and basic concepts of ethics and laws involved in providing medical services. Upon completion, students should be able to meet the legal and ethical responsibilities of a multi-skilled health professional.

		Class	*Lab*	*Credit*
MED 130	**Administrative Office Procedures I**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course introduces medical office administrative procedures. Topics include appointment processing, written and oral communications, medical records, patient orientation, and safety. Upon completion, students should be able to perform basic administrative skills within the medical environment.

		Class	Lab	Credit
MED 131	**Administrative Office Procedures I**	1	2	2
Prerequisites:	None			
Corequisites:	None			

This course provides medical office procedures in both economic and management skills. Topics include physical plant maintenance, equipment and supplies, liability coverage, medical economics, and introductory insurance procedures. Upon completion, students should be able to manage the economics of the medical office and supervise personnel.

		Class	Lab	Credit
MED 134	**Medical Transcription**	2	2	3
Prerequisites:	MED 121			
Corequisites:	None			

This course provides the basic knowledge, understanding, and skills required to complete medical reports and transcribe medical dictation. Emphasis is placed on correct punctuation, capitalization, and spelling. Upon completion, students should be able to demonstrate competence in medical transcription.

		Class	Lab	Credit
MED 140	**Exam Room Procedures I**	3	4	5
Prerequisites:	None			
Corequisites:	None			

This course provides instruction in clinical examining room procedures. Topics include asepsis, infection control, assisting with exams and treatment, patient education, preparation and administration of medications, EKG, vital signs, and medical emergencies. Upon completion, students should be able to demonstrate competence in exam room procedures.

		Class	Lab	Credit
MED 150	**Laboratory Procedures I**	3	4	5
Prerequisites:	None			
Corequisites:	None			

This course provides instruction in basic lab techniques used by the medical assistant. Topics include lab safety, quality control, collecting and processing specimens, performing selective tests, phlebotomy, screening and follow-up of test results, and OSHA/ CLIA regulations. Upon completion, students should be able to perform basic lab tests/skills based on course topics.

		Class	Lab	Credit
MED 232	**Medical Insurance Coding**	1	3	2
Prerequisites:	MED 131			
Corequisites:	None			

This course is designed to build upon the coding skills introduced in MED 131. Emphasis is placed on advanced diagnostic and procedural coding in the outpatient facility. Upon completion, students should be able to demonstrate proficiency in coding for reimbursement.

		Class	Lab	Credit
MED 240	**Exam Room Procedures II**	3	4	5
Prerequisites:	MED 140			
Corequisites:	None			

This course is designed to expand and build upon skills presented in MED 140. Emphasis is placed on advanced exam room procedures. Upon completion, students should be able to demonstrate enhanced competence in selected exam room procedures.

		Class	Lab	Credit
MED 260	**Medical Clinical Externship**	0	0	5
Prerequisites:	None			
Corequisites:	None			

This course provides the opportunity to apply clinical, laboratory, and administrative skills in a medical facility. Emphasis is placed on enhancing competence in clinical and administrative skills necessary for comprehensive patient care and strengthening professional communications and interactions. Upon completion, students should be able to function as an entry-level health care professional.

		Class	Lab	Credit
MED 262	**Clinical Perspectives**	1	0	1
Prerequisites:	None			
Corequisites:	None			

This course is designed to explore personal and occupational responsibilities of the practicing medical assistant. Emphasis is placed on problems encountered during externships and development of problem-solving skills. Upon completion, students should be able to demonstrate courteous and diplomatic behavior when solving problems in the medical facility.

		Class	Lab	Credit
MED 264	**Medical Assisting Overview**	2	0	2
Prerequisites:	None			
Corequisites:	None			

This course provides an overview of the complete medical assisting curriculum. Emphasis is placed on all facets of medical assisting pertinent to administrative, laboratory, and clinical procedures performed in the medical environment. Upon completion, students should be able to demonstrate competence in the areas covered on the national certification examination for medical assistants.

		Class	Lab	Credit
MED 270	**Symptomatology**	2	2	3
Prerequisites:	None			
Corequisites:	None			

This course covers the study of disease symptoms and the appropriate actions taken by medical assistants in a medical facility in relation to these symptoms. Emphasis is placed on interviewing skills and appropriate triage, preparing patients for procedures, and screening test results. Upon completion, students should be able to recognize how certain symptoms relate to specific diseases, recognize emergency situations, and take appropriate actions.

		Class	Lab	Credit
MED 272	**Drug Therapy**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course focuses on major drug groups, including their side effects, interactions, methods of administration, and proper documentation. Emphasis is placed on the theory of drug administration. Upon completion, students should be able to identify, spell, recognize side effects of, and document the most commonly used medications in a physician's office.

Pg. 120, New Nutrition Course

		Class	Lab	Credit
NUT 110	**Nutrition**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course covers basic principles of nutrition and their relationship to human health. Topics include meeting nutritional needs of healthy people, menu modification based on special dietary needs, food habits, and contemporary problems associated with food selection. Upon completion, students should be able to apply basic nutritional concepts to food preparation and selection.

		Class	Lab	Credit
PCC 110	**Introduction to Pottery**	3	15	8

Prerequisites: None
Corequisites: None

This course introduces pottery making for potters including clay preparation, wheel throwing and trimming, surface decoration, and glazing and firing techniques. Topics include clay bodies and the mixing process, potter's wheel basics, glazing, kiln loading and firing, and safety issues. Upon completion, students should be able to prepare clay; center and throw basic forms; trim, mix, and apply basic glazes; and load and fire bisque kilns.

		Class	Lab	Credit
PCC 111	**Functional Pottery I**	3	15	8

Prerequisites: None
Corequisites: None

This course covers the important elements of designing and producing utilitarian pottery including wall thickness, balance and proportion, surface decoration, and glazing and firing techniques. Topics include bowls, mugs, plates, casseroles, stemware, and bottles, with emphasis on safe glazing and supervised firing. Upon completion, students should be able to produce a variety of functional pots, apply a glaze, and load and assist firing a kiln.

		Class	Lab	Credit
PCC 118	**Clay: Special Study**	0	4	2

Prerequisites: None
Corequisites: None

This course provides a format in which to explore personal interests in clay with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay works as specified in student-instructor-designed contractual agreements.

		Class	Lab	Credit
PCC 119	**Clay Design: Special Study**	0	4	2

Prerequisites: None
Corequisites: None

This course provides a format in which to explore personal interests in clay design with instructor supervision. Emphasis is placed on student proposals and student-instructor-developed contractual agreements specifying goals, deadlines, and evaluation criteria. Upon completion, students should be able to complete clay design projects as specified in student-instructor-designed contractual agreements.

		Class	Lab	Credit
PCC 130	**Pottery Production**	2	9	5

Prerequisites: None
Corequisites: None

This course covers the production of similar functional forms that have a harmony of form, function, and design. Emphasis is placed on producing similar pottery forms, such as mugs, pitchers, plates, lidded containers, bottles, stemware, and teapots. Upon completion, students should be able to produce on the wheel multiples of the same form that are similar in size, shape, and properties.

		Class	Lab	Credit
PCC 132	**Glaze Formulation**	1	3	2

Prerequisites: None
Corequisites: None

This course provides an in-depth study of glazes used on pottery. Emphasis is placed on performing glaze tests, analyzing glazes, mixing a variety of glazes, and correcting glaze faults. Upon completion, students should be able to demonstrate an understanding of glaze chemical qualities and formulate new glazes.

		Class	Lab	Credit
PCC 210	**Functional Pottery II**	3	15	8
Prerequisites:	PCC 111			
Corequisites:	None			

This course expands previous wheel throwing skills and involves larger, more complicated forms, production skills, slip and glaze theory, kiln theory, and glaze firing. Topics include centering and throwing larger amounts of clay, production techniques, record keeping, studio layout, kiln design, and fuel systems. Upon completion, students should be able to produce pots with competent handles, proper lids, and matching multiple forms and identify kiln properties and burner types.

		Class	Lab	Credit
PCC 211	**Decorative Pottery**	3	15	8
Prerequisites:	PCC 111			
Corequisites:	None			

This course continues previous functional skill development, including limited production and one-of-a-kind pieces with emphasis on forming techniques. Topics include multiple cylinder forms, thrown additions, production skills, glaze testing, surface decoration, and firing techniques. Upon completion, students should be able to produce entry-level professional work for show and sale using a variety of forming and finishing techniques.

Pg. 128, New Spanish Courses

		Class	Lab	Credit
SPA 120	**Spanish for the Workplace**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course offers applied Spanish for the workplace to facilitate basic communication with people whose native language is Spanish. Emphasis is placed on oral communication and career-specific vocabulary that targets health, business, and/or public service professions. Upon completion, students should be able to communicate at a functional level with native speakers and demonstrate cultural sensitivity.

		Class	Lab	Credit
SPA 121	**Spanish Language & Culture**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course is designed to provide an understanding of everyday Spanish language and to promote cultural awareness. Emphasis is placed on providing a balanced foundation in listening, speaking, reading, writing, and understanding Spanish language and Hispanic culture. Upon completion, students should be able to communicate in elementary Spanish, to research and experience various cultural resources, and to function in a multicultural society.

		Class	Lab	Credit
SPA 141	**Culture and Civilization**	3	0	3
Prerequisites:	None			
Corequisites:	None			

This course provides an opportunity to explore issues related to the Hispanic world. Topics include historical and current events, geography, and customs. Upon completion, students should be able to identify and discuss selected topics and cultural differences related to the Hispanic world. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Credit
SPA 221	**Spanish Conversation**	3	0	3

Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive communication in spoken Spanish. Emphasis is placed on vocabulary acquisition and interactive communication through the discussion of media materials and authentic texts. Upon completion, students should be able to discuss selected topics, express ideas and opinions clearly, and engage in formal and informal conversations. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Credit
SPA 231	**Reading and Composition**	3	0	3

Prerequisites: SPA 212
Corequisites: None

This course provides an opportunity for intensive reading and composition in Spanish. Emphasis is placed on the use of literary and cultural materials to enhance and expand reading and writing skills. Upon completion, students should be able to demonstrate in writing an in-depth understanding of assigned readings. *This course has been approved to satisfy the Comprehensive Articulation Agreement for transferability as a premajor and/or elective course requirement.*

		Class	Lab	Credit
SPI 113	**Introduction to Spanish Interpretation**	3	0	3

Prerequisites: None
Corequisites: None

This course introduces the field of interpreting, interpretation models, cognitive processes associated with interpretation, professional ethical standards, employment opportunities, and working conditions. Topics include specialized jargon, code of ethics, interpreter assessments/qualifications, and protocol associated with various settings. Upon completion, students should be able to explain the rationale for placement of interpreters and apply ethical standards to a variety of working situations.

		Class	Lab	Credit
SPI 114	**Analytical Skills for the Spanish Interpreter**	3	0	3

Prerequisites: None
Corequisites: None

This course is designed to improve cognitive processes associated with interpreting, listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization and logic. Emphasis is placed on developing skills necessary to generate equivalent messages between Spanish and English. Upon completion, students should be able to consecutively interpret non-technical, interactive messages between Spanish and English.

		Class	Lab	Credit
SPI 214	**Introduction to Translation**	3	0	3

Prerequisites: None
Corequisites: None

This course is designed to improve the quality of Spanish-to-English and English-to-Spanish translation. Emphasis is placed on the practice of Spanish-to-English and English-to-Spanish translation in a variety of prose styles. Upon completion, students should be able to demonstrate the usage and understanding of the processes involved in translating.

Pg. 132, Directory
New Administrative Officer
James Turdici, Vice President, Business and Finance

New Administrative Support Staff
John A. Sterling, Coordinator, Prison Education Programs

(cont.) Staff Directory

New Staff Student Development
Maenecia Lewis, Activities and Retention Advisor

New Staff at Chowan County Center
Elizabeth Vaught, Administrative Assistant, General Education

New Department Chair
Jeff C. Carter, Interim, Allied Health and Wellness

New Department Chair
Hollis A. Beloat, Interim, History, Social Sciences, and Public Services

The Director of Human Resources maintains a directory of part-time employees.

Pg. 141, Campus Maps
The telephone number for Dare Campus has the wrong area code.
It should be: **(252)** 473-2264.

(NON-BINDING SUPPLEMENT TO THE CATALOG ADDENDUM)

2001-2003 ACADEMIC CATALOG ADDENDUM

FACULTY/STAFF CONTACT

Elizabeth City Campus: (252) 335-0821, Dare County Campus: (252) 473-2264, Chowan County Center: (252) 482-7900

Program	Faculty Contact	Phone Ext.	E-Mail	Office
College Transfer				
Associate in Arts	Rhonda Watts	2209	rwatts@albemarle.edu	A 243
Pre-major/Art Education	Mary Jane Sullivan	2246	mjsullivan@albemarle.edu	C 220
	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Pre-major/Speech Communication	Laura Morrison	2359	lmorrison@albemarle.edu	C 211
	Kay Barefoot	234 (Dare)	kbarefoot@albemarle.edu	Dare Campus
	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Pre-major/Criminal Justice	Marc Hedrick	2316	mhedrick@albemarle.edu	B 212
Pre-major/English	Julie Long	2274	julilong@albemarle.edu	A 244
Pre-major/Social Work	Hollis Beloat	2266	hbeloat@albemarle.edu	A 205
Associate in Fine Arts	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Art	Mary Jane Sullivan	2246	mjsullivan@albemarle.edu	C 220
	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Drama/Musical Theatre	Hank Rion	2299	hrion@albemarle.edu	D 155
	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Drama Theatre Education	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Drama/Theatre Technology	Sam Johnson	2287	sjohnson@albemarle.edu	D 154B
	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Music and Music Education	Joe Procopio	2382	jprocopio@albemarle.edu	C 123
	Sandra Boyce	2295	sboyce@albemarle.edu	D 152
Associate in General Education	TBA			
Associate in Science	Rhonda Watts	2209	rwatts@albemarle.edu	A 243
English	Julie Long	2274	julilong@albemarle.edu	A 244
Math	Rhonda Watts	2209	rwatts@albemarle.edu	A 243
Reading/Developmental	Ruth Warren	2320	rwarren@albemarle.edu	A 204
Programs				
Air Cond., Heating, Refrig.Tech.	Mark Cartwright	2288	mcartwright@albemarle.edu	C 153
Architectural Technology	Charles Purser	2327	cpurser@albemarle.edu	C 155
Basic Law Enforcement	Joe DeStefano	2376	dstefano@albemarle.edu	C 111
Boat Building	Miriam Alexander	2318	malexander@albemarle.edu	C 203
Building Construction Technology	Peter McNally	482-7900	pmcnally@albemarle.edu	Chowan Center
Business Administration	Lot Winslow	2312	lwinslow@albemarle.edu	E 211
	Althea Riddick	2298	ariddick@albemarle.edu	E215

Programs	Faculty Contact	Phone Ext.	E-Mail	Office
Business Admin./E-commerce	Lot Winslow	2312	lwinslow@albemarle.edu	E 211
	Althea Riddick	2298	ariddick@albemarle.edu	E 215
Computer Engineering Technology	Kerry Krauss	2321	kkrauss@albemarle.edu	E 225
Computer Programming	Jane Rossman	2353	jrossman@albemarle.edu	E 212
Cosmetology	Dara Harrell	2272	dharrell@albemarle.edu	C 145
	Judy Gordon	2277	jgordon@albemarle.edu	A 119
	Goldy Sawyer	2286	gsawyer@albemarle.edu	C 129
Criminal Justice Technology	Marc Hedrick	2316	mhedrick@albemarle.edu	B 212
Criminal Justice/Corrections	Marc Hedrick	2316	mhedrick@albemarle.edu	B 212
Culinary	Bob Lowney	482-7900	blowney@albemarle.edu	Chowan Center
Developmental Education	Rhonda Watts	2209	rwatts@albemarle.edu	A 243
Distance Education	Jerry Oliver	2313	joliver@albemarle.edu	E 133
Early Childhood	Robin Griffin	2362	rogriffin@albemarle.edu	B 204
Early Childhood/Teacher Associate	Robin Griffin	2362	rogriffin@albemarle.edu	B 204
Electrical/Electronics Technology	Orville McNary	2340	omcnary@albemarle.edu	C 139
Emergency Medical Science (EMS)	Stephen Guttu	231 (Dare)	sguttu@albemarle.edu	DC 140
Fire Protection	William Sterritt	2343	bsterritt@albemarle.edu	A 116
General Occupational Technology	Joe Turner	2239	jturner@albemarle.edu	E 215
Information Systems	Harry Rosenblatt	2219	hrosenblatt@albemarle.edu	E 213
Internet Technologies	Rich Davison	2373	rdavison@albemarle.edu	E 205
Machining Technology	Stanley Nixon	2285	snixon@albemarle.edu	C 138
Manicuring/Nail Technology	Goldy Sawyer	2286	gsawyer@albemarle.edu	C 129
	Judy Gordon	2277	jgordon@albemarle.edu	A 119
Marine & Estuarine Science	Patti Bernard	245 (Dare)	pbernard@albemarle.edu	DC 140
Mechanical Drafting	Charles Purser	2327	cpurser@albemarle.edu	C 155
Medical Office Admin.	Lynn Jennings	2303	ljennings@albemarle.edu	E 217
	Althea Riddick	2298	ariddick@albemarle.edu	E 215
Networking Admin. and Support CISCO Certificate Only	John Smith	482-7900	jsmith@albemarle.edu	Chowan Center
Nursing Applicants	Kenny Krentz	2220	kkrentz@albemarle.edu	A 117
Associate Degree Nursing(ADN)	Mary Pat Omer	2228	momer@albemarle.edu	A 252a
Associate Degree-LPN-ADN Option	Mary Pat Omer	2228	momer@albemarle.edu	A 252a
Licensed Practical Nursing (LPN)	Elizabeth Jones	2289	betjones@albemarle.edu	A 249
Nursing Assistants	Gwen Overman	2357	goverman@albemarle.edu	C 139b
Office Systems	Altovise Martin	2365	amartin@albemarle.edu	E 224
	Althea Riddick	2298	ariddick@albemarle.edu	E 215
Surgical Technology	William Hale	2356	whale@albemarle.edu	C 139b
Veterans	Mary Louise Brown	2252	mlbrown@albemarle.edu	A 121
Welding	Stanley Nixon	2285	snixon@albemarle.edu	C 138

Programs	Faculty Contact	Phone Ext.	E-Mail	Office
Adult/Continuing Education				
Chowan County Continuing Education	Lil Maland	482-7900	lmaland@albemarle.edu	Chowan Center
Dare County Continuing Education	Virginia Tillett	473-2264	vtillett@albemarle.edu	Dare Campus
Elizabeth City Continuing Education	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Emergency Medical Training	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Fire Service Training	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Hospitality Training	Sherry Hewitt	2210	shewitt@albemarle.edu	E 132
Law Enforcement Training	Sherry Hewitt	2210	shewitt@albemarle.edu	E 132
Management Development Training	Sherry Hewitt	2210	shewitt@albemarle.edu	E 132
Occupational Extension Courses	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Real Estate Appraisal Certificate	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Real Estate Appraisal (Update)	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Real Estate Sales Certificate	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Real Estate Sales (Update)	Floyd Horton	2233	fhorton@albemarle.edu	E 131
Basic Skills Education				
Adult High School	Ryanee Whitehurst	2247	rwhiteurst@albemarle.edu	E 134
General Educational Development (GED)	Ryanee Whitehurst	2247	rwhiteurst@albemarle.edu	E 134
Adult Basic Education (ABE)	Ryanee Whitehurst	2247	rwhiteurst@albemarle.edu	E 134
English as a Second Language (ESL)	Ryanee Whitehurst	2247	rwhiteurst@albemarle.edu	E 134
Compensatory Education (CED)	Ryanee Whitehurst	2247	rwhiteurst@albemarle.edu	E 134

COLLEGE OF THE ALBEMARLE

www.albemarle.cc.nc.us / www.albemarle.edu

Chowan County Center
College of The Albemarle
1316-C North Broad Street
Edenton, NC 27932
Telephone: (252) 482-7900
Telefax: (252) 482-7999

Dare County Campus
College of The Albemarle
132 Russell Twiford Road
Manteo, NC 27954
Telephone: (252) 473-2264
or (252) 473-3593
Telefax: (252) 473-5497

Elizabeth City Campus
College of The Albemarle
1208 North Road Street
P.O. Box 2327
Elizabeth City, NC 27906-2327
Telephone: (252) 335-0821
Telefax: (252) 335-2011

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